

LEADER NAME:

EMPLOYEE NAME:

YEAR:

Use this planner on an annual basis to increase engagement with each of your direct reports during your one-on-one meetings.

PRE-MEETING REFLECTION

What is a specific attribute you are grateful to them for bringing to your team? Express gratitude.

How have they added value this week? Recognize and share feedback.

What's going on in their personal life? Reflect on celebrations, heartaches and everyday life.

YOU MATTER HERE QUESTIONS

1. What keeps you working here at our organization and in your role?

How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4
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Discussion Notes & Follow Up Actions:

2. What is something in your current role you wish you had more/less of?

How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4
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Discussion Notes & Follow Up Actions:

3. Have you been given the freedom to be yourself and do things your way in your role?

How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4
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Discussion Notes & Follow Up Actions:

4. Which of your skills are you not using in your current role?

How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4
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Discussion Notes & Follow Up Actions:

5. How can I make your work more enjoyable? More fulfilling?							
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4	
Discussion Notes & Follow Up Actions:							

6. What is an area you would like to learn and grow in?							
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4	
Discussion Notes & Follow Up Actions:							

7. What opportunity would interest you enough for you to step away from your current role?							
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4	
Discussion Notes & Follow Up Actions:							

8. What is the single most meaningful action I could take as your leader?							
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4	
Discussion Notes & Follow Up Actions:							

9. If you were going to coach me on one thing to make me a better leader, what would it be?							
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4	
Discussion Notes & Follow Up Actions:							

YOUR QUESTIONS

Write Your Own Question Here:							
When will I ask it?			Q1	Q2	Q3	Q4	
Discussion Notes & Follow Up Actions:							