One-to-One Meeting Record

Regular one-to-one between a manager and team member: wellbeing, workload, progress, concerns and actions.

Meeting

Employee name *	
Manager *	
Date *	_____ / _____ / _____
How are you doing overall?	☐ 1 - Struggling ☐ 2 ☐ 3 ☐ 4 ☐ 5 - Great
Wins since last meeting	
Workload and priorities	
Concerns or blockers	
Development and training	
Wellbeing check	

Actions

Action *	Owner *	Due date

Action *	Owner *	Due date

Next meeting

Next one-to-one date	_____ / _____ / _____

* Required