

AICPA's CIMA



One-on-one meeting agenda

Well planned and routine (once a week is suggested) one-on-one meetings with your employees keeps you informed of their challenges and successes. Use the worksheet below to assist with planning and properly executing your one-on-one meetings.

Name:	Week ending:
What has been the most challenging	
What has been the most rewarding	
Progress on last week's goals or pl	nned actions:
1)	
2)	
3)	
Goals or planned actions for the we	okci.
1)	
2)	
3)	
Issues to review:	
Resources needed:	
Questions:	
Next week's goals or planned action	s:
1)	
2)	
3)	
Additional discussion points:	

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JL Elias

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