

EXAMPLE AGENDA FOR ONE TO ONE MEETINGS

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| How are you? | Gives you a chance to listen and hear how things are for the other person. It may allow them to raise difficulties they are having of their own accord, without you having to mention them |
| Progress on operational work or projects | A chance to ask how work is going and check that things are going to plan. This is also a good time to give feedback on their work and activity related to any development needs (or Personal Development Plan, PDP, where used). Start by asking how things have gone, so that you can celebrate success and specify areas for improvement. Again their own assessment may lead them to raise difficulties or issues without you having to. |
| Progress on specific agreed targets or milestones | A good opportunity to check whether deadlines are likely to be met. Also an opportunity to set new milestones and targets. May be helpful to cross-reference to particular development objectives or aspects of their PDP, where relevant |
| Learning and development | Have any particular new learning and/or development needs arisen and/or how have previously agreed development needs been met (if not already discussed above). Where a PDP has been drawn up, you may want to review this specifically at regular intervals within the one to one? |
| Housekeeping – annual leave and TOIL requests/updates; upcoming dates and events etc. | Scheduling this as part of a regular one to one makes it much easier to keep track of things like annual leave. It is generally welcomed by the person who has a regular opportunity to discuss these things with your full attention |
| Date of next meeting | |