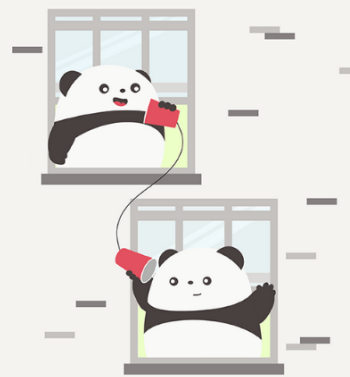


1:1 Meeting Checklist

FOR MANAGERS



One-on-one meetings are one of the simplest and most effective ways for managers to support their team. When done well, they build trust, encourage [open communication](#), and help employees stay engaged in their work.

This checklist is here to help you make the most of those meetings. Whether you're checking in weekly or monthly, these tips will help you stay focused, ask the right questions, and have more meaningful conversations with your direct reports.

For more detailed instructions, check out our blogs:

- [Foster Meaningful Communication with Better 1:1 Meetings \[3 Templates\]](#)
- [10 Easy Ways to Make Your 1-on-1 Meetings More Effective](#)

How to use this template:

To use this template, click "Use Template," and a copy of this doc will be added to your Google Drive. Feel free to add or remove elements from this template to customize it to your company's needs.

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Key 1:1 principles to keep in mind

- **Put the employee first:** These meetings are for your direct report. Focus on their growth, challenges, and goals—not just your updates or agenda.
- **Be consistent:** Regular one-on-ones build trust over time. Keep them on the calendar to create a reliable space for open, ongoing conversations.
- **Listen to understand:** Give your full attention. Make sure your employee feels heard by asking thoughtful questions and giving them room to speak.
- **End with clear next steps:** Leave each meeting with a shared understanding of what comes next. Follow up to keep progress moving forward.
- **Strengthen the connection:** Don't just talk tasks—get to know your employee as a person. Building rapport helps create a stronger, more [engaged team](#).

Before the meeting

Schedule regularly and respect the time:

- ☐ Hold one-on-ones weekly or bi-weekly, depending on what works best for you and your direct report.
- ☐ Block out dedicated time in your calendar and the direct report's calendar.
- ☐ Be prepared to start and end the meeting on time. [Only cancel or reschedule](#) when truly necessary.
- ☐ Respect your employee's schedule by starting and ending the meeting [on schedule as planned](#).
- ☐ Leave enough time for a real conversation—not just a check-in. A thoughtful pace creates space for honesty and insight.

Collaborate on the agenda:

- ☐ Share an agenda beforehand and encourage the employee to add topics they want to cover.
- ☐ Bring your own notes (project updates, goals, feedback, or growth opportunities), so the conversation stays focused and meaningful.
- ☐ Consider creating a [recurring agenda template](#) to ensure consistency and coverage of key areas.

Review previous action items and notes:

- ☐ Look back at the notes and action items from your last one-on-one.
- ☐ Be prepared to follow up on any outstanding tasks or commitments.

Prepare talking points (briefly):

- ☐ Have a few key areas you want to touch upon (e.g., progress on a specific project, recent team updates, upcoming priorities).
- ☐ Think about any specific feedback you want to give (both positive and constructive).

During the meeting

Create a comfortable and open environment:

- ☐ Choose a quiet and comfortable meeting space.
- ☐ Be present and engaged (minimize distractions like notifications).
- ☐ Start with a positive and personal check-in to build rapport and show genuine care.
- ☐ Actively listen to the direct report's concerns and perspectives. Pay attention, make eye contact, and avoid interrupting.

Encourage open communication and questions:

- ☐ Ask open-ended questions to encourage dialogue and allow the employee to share their thoughts freely.
- ☐ Create space for the direct report to ask questions and share their thoughts freely.

Focus on the employee:

- ☐ Remember the one-on-one is mainly for the direct report's benefit and development. Focus on their priorities and concerns. Make it their meeting.
- ☐ Truly hear what the direct report is saying, both verbally and nonverbally.
- ☐ Try to understand their perspective and acknowledge their feelings.

Discuss priorities and goals:

- ☐ Review progress towards current goals and objectives.

- ☐ Discuss any roadblocks or challenges the direct report is facing in achieving their goals. Offer support and guidance as needed.
- ☐ Align on priorities for the upcoming week/period.

Discuss professional growth and development:

- ☐ Talk about the direct report's career aspirations and development goals. Show investment in their future.
- ☐ Identify opportunities for learning and growth (e.g., training, new projects, mentorship).

Provide regular and specific feedback:

- ☐ Offer both positive reinforcement for good work and constructive feedback for areas of improvement.
- ☐ Make your feedback specific, actionable, and focused on behavior or results. Balance positive reinforcement with areas for development.

Collaborate on solutions:

- ☐ When challenges arise, work with the direct report to find solutions. Offer assistance in finding solutions.
- ☐ Empower the direct report to take ownership of solutions.

Take notes and document action items:

- ☐ Take clear and concise notes of key discussion points and decisions. Maintain a record of the conversation.
- ☐ Collaboratively set clear action items with owners and deadlines. Ensure accountability.

Wrap it up with gratitude:

- ☐ Summarize key discussion points and agreed-upon next steps.
- ☐ Confirm shared understanding before ending the meeting.
- ☐ Thank the employee for their time and contributions. Always end on a positive note with genuine appreciation.

After the meeting

Follow Up on Action Items:

- ☐ Promptly follow up on any action items that were assigned to you.
- ☐ Send a summary of the meeting notes and action items to the direct report.
- ☐ Track progress on action items in subsequent meetings.

Reflect on the Meeting:

- ☐ Consider what went well in the meeting.
- ☐ Consider what you could have done better to make it more effective.
- ☐ Continuously look for ways to improve your one-on-one process.

Solicit Feedback:

- ☐ Consider [asking for feedback](#) from employees on the one-on-ones and your [management style](#).
- ☐ Apply feedback and improve.