

Heather Foeh's One-on-one Meeting

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Start with a few non-work-related questions to reinforce a personal connection, then help prioritize their day-to-day work and see where support is needed.

☐ What did you do this weekend?

Summary:

Next Steps:

☐ Do you have any fun trips coming up?

Summary:

Next Steps:

☐ What's your top priority for the week?

Summary:

Next Steps:

☐ What's holding you back at work right now?

Summary:

Next Steps:

☐ What's the thing that's in your way right now?

Summary:

Next Steps:

☐ What's going well?

Summary:

Next Steps:

☐ What are you struggling to accomplish by the end of the quarter?

Summary:

Next Steps:

☐ How can I help you?

Summary:

Next Steps:
