

SaaS Sales Rep One-on-one Meeting

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This meeting agenda will help you uncover roadblocks, areas of improvement, and help facilitate two-way feedback so you can build trust with your team while giving them the knowledge and resources they need to hit targets and succeed.

☐ Icebreaker: let's pick a question from Hyp Summary:	percontext's suggestions and discuss Next Steps:
LEARNING: CALL COACHING OR DEAI	_ COACHING
☐ What didn't go as planned?	
Summary:	Next Steps:
☐ How can we turn things around?	
Summary:	Next Steps:
☐ What are some potential obstacles? Summary:	Next Steps:
GOAL SETTING:	
$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	s week to improve?
Summary:	Next Steps:
☐ What's your goal for this week?	
Summary:	Next Steps:
TWO-WAY FEEDBACK SHARING	
☐ What's 1 thing each of us should either st	op doing, start doing, or keep doing?
Summary:	Next Steps: