

1-on-1 Meeting Template for Managers

This 1:1 template will help you—and your employees—get the most out of your regular check-ins. (And, if you are using the PI Behavioral Assessment™ to measure your employees' behavioral needs and drives, you will be happy to see that this template is customizable based on the four key factors.)

✦ General rapport

- All employees:** How are you feeling?
 - *High extraversion employees:* Did you do anything fun this weekend? How are your kids doing?

✦ Projects/tasks

- All employees:** What is the most important thing we should talk about today?
 - *High dominance employees:* What were your top accomplishments this week?
 - *Low formality employees:* I want to check in on [administrative task]. Did you find time to get that done?
 - *High patience employees:* We have been moving faster than usual lately. How are you feeling about the pace?

✦ Team

- All employees:** How do you think the team is doing?
 - *High extraversion employees:* Are there any team dynamics I should be aware of?
 - *Low dominance employees:* Do you feel like your voice has been heard this week?

✦ Role

- All employees:** Are you still happy and engaged in your role here?
- All employees:** How do you think things are going for you?
 - *Low dominance employees:* What have you done in the last week you are proud of?

✦ Career growth

- All employees:** What do you think you could be doing better?
 - *Low extraversion employees:* Have you been building relationships with the right people to be successful?
 - *Low dominance employees:* What have you been doing to gain influence in the company?

✦ Manager

- All employees:** What could I be doing better to help you?
- All employees:** What would you like to see me do more of? Less of?
 - *High dominance employees:* Am I giving you enough autonomy?
 - *High formality employees:* Am I giving you enough structure and guidance to get the job done?