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**One-on-One Supervision Meeting Template  
2023-2024**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**

**You get the best out of me when….**

|  |  |
| --- | --- |
| ***Personal Check-In Time*** *(express care)* |  |
| ***Goals for Today’s Meeting*** *(provide support)* |  |
| ***Current Priorities*** *(share power)* |  |
| ***Recent Successes*** *(expand possibilities)* |  |
| ***Challenges*** *(provide support, challenge growth)* |  |
| ***Updates & Information Sharing*** *(share power, expand possibilities)* |  |
| ***Check in on position goals*** *\* Best practice tip: Copy & paste them into this template to individualize for everyone you supervise.* |  |
| ***Once a month Values & Competencies check in.***  *How do you think you do regarding our value of (choose one)* ***Relationships/Equity/Impact/Learning/ Sustainable Excellence*** *this month?*  *Where did you excel? Where did you struggle?* |  |
| ***Once a month data check in.*** *Are you meeting your monthly goals or KPIs? Where did you excel? Where did you struggle?* |  |
| ***Quarterly Check-In on Strategic Plan goals and how the work of this role aligns to those goals.*** |  |
| ***If people-manager:*** *What about your team? Where are they living into agency values/competencies? Where aren’t they? How are you encouraging your team?* |  |

**Prepare for the Meeting**

**Individual employees will enter comments on this template and submit it to their**

**supervisor at least 24 hours before the scheduled one-on-one meeting. This gives the**

**team member the opportunity to document their status on current projects, successes**

**and challenges, where they may need additional support, and identify issues or situations**

**that have come up or are on the horizon. The gives the supervisor insight into their team**

**member’s status and to identify areas to explore together during the meeting.**

***Preparation for the one-on-one meeting is a shared responsibility.***