**ONE-ON-ONE: MANAGER WEEKLY**

**Intro question**

Start with an open-ended question. How was last week? What’s been working well for you lately?

**Celebrate Wins & Lessons Learned**

* What have we accomplished since our last meeting? Note progress on important initiatives.
* How can we be better? Highlight lessons learned from the previous week.

**Remove Roadblocks**

* What (if anything) is stopping—or slowing down—your progress? How can we remove that roadblock? What support do you need?
* Plan to remove specific roadblocks and create action items.

**Two-Way Evaluation and Feedback**

How are we doing? How can we work together more effectively?

**Open Discussion**

Provide time for open discussion. Is there anything else you want to talk about?

**Follow-Up**

Should we schedule another one-on-one? Review any action items arising from the one-on-one.