

# One-on-One Conversation

Employee preparation and shared meeting notes

Use this meeting to discuss your work, get support, clarify expectations, and agree on next steps. Prepare brief notes before the meeting. You do not need to write an essay or have a problem for the meeting to be useful.

Employee:  Supervisor:

Meeting date:  Next meeting:

## Before the meeting

Employee completes this section. Choose the topics that matter most; not every prompt needs an answer. Share your notes ahead of time so your supervisor can prepare. You may identify a topic you prefer to discuss verbally.

### 1 What would make this meeting useful to you?

Choose one or two priorities for our conversation.

### 2 What has gone well since we last met?

Consider progress, something you learned, or work you want recognized.

### 3 What is making your work harder?

Consider workload, unclear expectations, processes, resources, or working relationships.

### 4 What support or decision do you need from your supervisor?

### 5 What would you like to learn or develop?

Optional. Include a skill, responsibility, or longer term goal.

## During the meeting

Complete this section together. Begin with previous commitments, then the employee's priorities. The supervisor can add topics and should explain any performance concern directly. Use the questions to guide a conversation rather than reading through every answer.

### Follow up from our last meeting

What happened with each person's commitments? What remains unresolved?

### Main discussion and decisions

Record the useful conclusions, including any priorities, feedback, or expectations we clarified. If we see something differently, briefly record both perspectives.

## Work measures and goals when relevant

Discuss measures that need attention or help answer a question. Consider the target, actual result, context, and support needed. Connect the numbers to the quality of the work and the people your organization serves.

### Relevant measure or goal and what we learned

## Agreed next steps

| Action or decision | Who will do it | By when |
|--------------------|----------------|---------|
|                    |                |         |
|                    |                |         |
|                    |                |         |

Include commitments from both people. If an issue needs another person's decision, identify who will pursue it and when an update will be given.

### What remains unresolved or needs to be revisited?

### Was this meeting useful and what should we change next time?

Review the notes together and make sure both people have a copy. Follow your organization's agreed documentation process; do not include patient identifiers in these notes.