

1:1 manager / employee meeting agenda

Production process:

Created manually with a single click using data from "Manager notes"

Access points:

Available in the platform's "Manager Notes" section, can be set to read-only and made viewable to the employee

Purpose:

Helps managers quickly brainstorm a list of potential topics to discuss with employees

Category	Discussion
Feedback	Discuss the positive feedback Anita has received, highlighting her strengths such as cost-cutting, identifying growth opportunities, fundraising, and cross-departmental collaboration. Also, address areas for improvement like time management and delegation.
Project Updates	Discuss progress and performance against the company's financial objectives for 2023 (Revenue Growth, Gross Margin, Net Profit Margin, Cost Reduction), including specific achievements and challenges.
Goal Setting	Discuss ways to continue driving revenue growth and operational efficiency. Establish goals around improving organizational skills and delegating tasks to avoid overcommitting.
Professional Development	Discuss Anita's professional development plans in light of the feedback from the internal 360 review and customer feedback summary. Identify training opportunities to address areas where she lacks expertise or needs improvement based on this feedback.

SAMPLE REPORT

Category	Discussion
Personal Concerns	Address any personal concerns Anita may have about her role or work environment based on the Engagement survey results for her team compared to company averages. Discuss ways to improve team engagement if necessary.
Team Collaboration	Discuss how Anita can continue leveraging her ability to work well with other departments (Sales, Marketing, HR) to meet overall company objectives. Also discuss strategies for improving internal relationships based on the internal 360 feedback summary.