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| **Impactful One on Ones Worksheet** |

***Select from the list below to get the conversation started. Think about other topics that may be of interest to the employee & make a note to mention those. Remain flexible & let them drive discussion.***

**Specific Recognition/Praise for the employee:**

**Sample Check-in Questions:**

* How do you feel the most recent changes are working?
* What parts of your work do you enjoy most?
* If you could change anything about the work, what would it be? How would you change that?
* What do you need from me to be more effective in your work right now?
* How do you feel you are clicking with your peers?
* How do you see the organization doing? Are there any particular opportunities or problems you think we need to pay more attention to?
* Where do you see yourself heading in the future here?
* What professional development do you need to achieve your goals? What are you doing to explore that?

**Problem-Solving Questions:**

* What factors contribute to the problem?
* What do you see as your role in this situation?
* If you could design an ideal solution, what would it be?
* How could I be most helpful right now?
* Are you open to hearing my candid views on this?

**Professional Development Ideas – choose together options Relate to their Development Goals:**

* New area of responsibility
* Cross-training
* Delegation
* New-hire interviewing/onboarding
* Implementation of their idea
* Staff or volunteer presentation
* Formal training or education