

THRIVE TOGETHER



Hello and... WELCOME!

Welcome to the “Thrive Together One-to-One Meeting Template”.

I'm Ali Grady, co-founder and Director of Coaching and Development at The Thrive Team. This template is designed to help you, as a manager, have meaningful conversations with your team members that focus on their wellbeing, performance, and growth.



Regular one-to-one meetings are a powerful tool for building trust, supporting your team's development, and creating a culture where everyone can thrive. This template provides a framework for these important conversations, helping you cover key areas while remaining flexible to individual needs.

The questions provided in each section are intended as prompts to guide your discussion. Feel free to use them as they are, adapt them, or create your own questions that better suit your team's unique context. The aim is to provide a structure that supports great conversations, not to limit them. You know your team best, so trust your judgment in tailoring this framework to create the most meaningful and productive discussions.

The goal is to create a safe space where your team members feel comfortable sharing their thoughts, challenges, and aspirations. Let's get started...

Ali

Ali Grady, FCIPD
Co-Founder and Director of Coaching & Development
The Thrive Team

ONE-TO-ONE MEETING TEMPLATE

Employee Name:

Manager Name:

Date:

WELLBEING CHECK IN

- How are you feeling today?
- What's been giving you energy lately?
- Are there any challenges that are affecting your wellbeing?

WORK-LIFE FLOW

- How are you managing your work-life flow?
- Do you feel you have enough time for self-care and personal interests?
- Is there anything we can adjust to improve your work-life flow?

PROGRESS AND ACHIEVEMENTS

- What are you most proud of since our last meeting?
- How are you progressing towards your goals and objectives?
- Are there any wins (big or small) you'd like to celebrate?

CHALLENGES AND SUPPORT

- What obstacles or blockers are you facing?
- How can I or the team support you in overcoming these challenges?
- Do you have the resources and information you need to succeed?

WORKLOAD AND PRIORITIES

- How are you managing your current workload?
- What are your top priorities for the coming weeks?
- Is there anything you need to deprioritise or delegate?

GROWTH AND DEVELOPMENT

- What skills or knowledge areas would you like to develop?
- Are there any learning opportunities you're interested in pursuing?
- How can I support your professional growth?

TEAMWORK AND COLLABORATION

- How are you finding your interactions with the team?
- Are there any opportunities or challenges you'd like to discuss?
- Do you feel your contributions are recognised and valued?

FEEDBACK

- What feedback do you have for me as your manager?
- Is there any area where you'd like more guidance or support?
- My feedback on your performance and behaviour...

LOOKING AHEAD

- What are you looking forward to in the coming weeks?
- Are there any upcoming projects or changes we should prepare for?
- Do you have any ideas or suggestions for improving our team or processes?

OPEN DISCUSSION

- Is there anything else you'd like to discuss that we haven't covered?
- Do you have any questions or concerns?

ACTIONS

1.

2.

3.

Next meeting date:

Employee Signature:

Manager Signature:

This document should be treated confidentially and stored securely.
Both parties should receive a copy for reference

Next Steps

Thank you for using the Thrive Together One-to-One Meeting Template.

Remember that this document is a guide, not a script. Feel free to adapt it to suit your team's unique needs and culture.

To make the most of your one-to-one meetings:

- Schedule regular meetings, ideally every 2-4 weeks.
- Review and update action items from previous meetings.
- Share the template with your team member before the meeting so they have time to prepare their thoughts.
- Follow up on agreed actions and provide support between meetings.
- Continuously refine your approach based on feedback and results.

At The Thrive Team, we're committed to helping managers like you create thriving, high-performing teams. If you'd like to develop your leadership skills further or need support in implementing effective one-to-one meetings, we're here to help.

Contact us to learn more about our coaching and training services tailored for managers like you.



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