

Dialogue Meeting Worksheet for _____ (manager) and _____ (employee).

Use this worksheet to prepare for your dialogue and take notes. Start with the three sets of questions below, then discuss progress on follow up items from the last meeting, revisit/update goals as needed, discussing any new tasks or project, and finally, create a plan for any items from today's meeting.

Manager asks:

1. What's one thing you did well this month?
2. What's one thing you want to get better at (learn about, get involved in, develop a skill)?

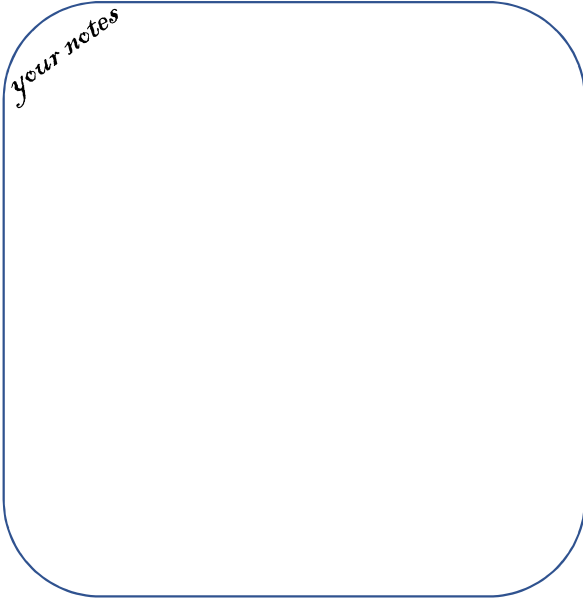
Employee asks:

1. What's one thing I'm doing well that I should continue doing?
2. What's one thing I could do to be even more effective in my role (or the next thing for me to focus on/learn)?

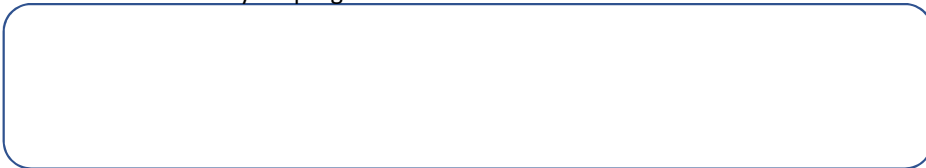
Manager asks:

1. What's one thing I can continue doing to support you that's working well?
2. What's one thing I could stop doing or do differently to support you even more?

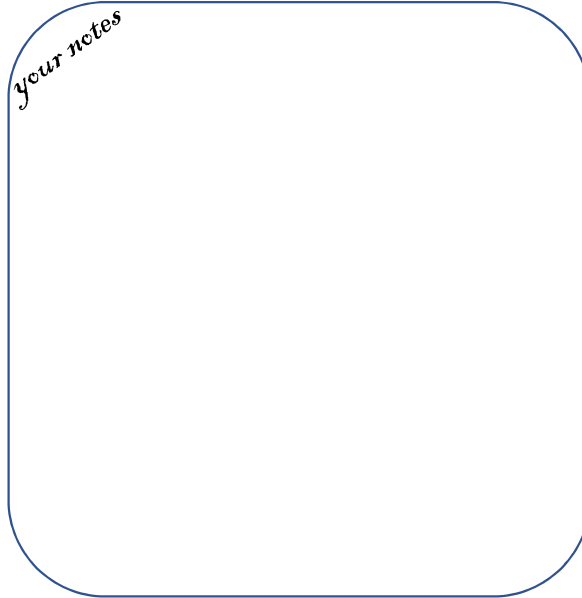
your notes



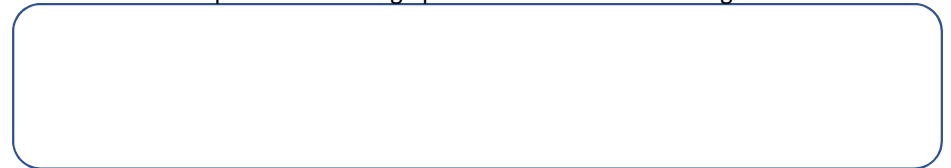
your progress from last check-in



your notes



plan for following up on items from this meeting



Date: _____