

One to ones Worksheet

As a learning organisation we all need feedback and opportunities to question, reflect and share information so we can be sure we are fulfilling our promises, making improvements and continually innovating.

A one to one is a two way conversation with a colleague where we focus our attention on one of us - how I'm doing, what I need, to explore questions, get advice, make requests, offers and for getting feedback. It's an opportunity to get support, feedback and to talk about what matters.

Session guide & notes

Names

Date

/ /

Actions agreed last time

Intention / Purpose

- What do I need from this 1:1?
- What is my intention?

Listening

- How are things going?
- What do I need support with?
- Is there something you would like to learn?
- Is there anything you've noticed that you think we should be paying attention to?

Dialogue

Sharing feedback
(appreciation,
coaching &/or
evaluation)

Checking in

- Annual leave
- Sick leave
- Mandatory training

Action Planning

- What will we do?
- When?
- Anything else?

Date of next 1:1

Rounding Up

- How was this 1:1?
- Did we each get what we needed?