

# 1:1 Touchpoint Meeting

With: \_\_\_\_\_

Date: \_\_\_\_\_

**Review the employee's work and accomplishments.**

**Strategize on goal completion.**

**Offer necessary tools and support to achieve expected results.**

What are you working on? What's on your plate?

What has worked? What have you accomplished?

What's not working? What are you struggling with?

Where am I a bottleneck?

What do you need from me? What can I do to support you?

Anything else you want to talk about?

Outline Next Steps: