**One to One Meeting Template**

**Name: Date:**

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| **Introduction:** What is going on for you at the moment? What’s going well? What is on your mind? |
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| **Goals:** Discuss goal progress since last meeting and consider any changes, updates to these |
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| **Obstacles:** What if anything is getting in the way of progress, what would it take to remove those obstacles |
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| **Opportunities/ Open Discussion:** What opportunities are there to support achieving our goals? What can I do to support that? What feedback do you have for me? |
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| **Decisions:** What have we agreed to do now? Have we followed up actions from last time? |
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