

One-on-One Meeting Guide

Weekly Manager–Employee Meeting Framework | HR Kingsman — Arseel Nasher

■ *One-on-one meetings should be weekly or bi-weekly, 30–45 minutes. The agenda belongs to the employee — the manager's role is to listen, remove obstacles, and provide support. These notes are confidential between manager and employee.*

■ MEETING DETAILS

Employee		Manager	
Date		Duration	30 / 45 / 60 min
Meeting #		Location / Platform	

■ OPENING — CHECK IN (5 MIN)

Start with a genuine personal check-in before diving into work topics. Ask: 'How are you doing this week — honestly?'

■ EMPLOYEE AGENDA — PRIORITY TOPICS (20 MIN)

The employee sets the agenda. What is on their mind this week?

#	Topic / Update	Priority	Action / Next Step	Owner	Due Date
1		High/Med/Low			
2		High/Med/Low			
3		High/Med/Low			

■ MANAGER AGENDA — UPDATES & FEEDBACK (10 MIN)

Topic	Notes
Feedback on recent work	
Company / team updates to share	
Goals check-in — on track?	
Development conversation	

■ CAREER & DEVELOPMENT (when relevant)

Question	Notes
What did you learn this week that you did not know before?	
What aspect of your role would you like to develop further?	
Is there a stretch assignment or new challenge you would like?	

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Question	Notes
Are there any barriers to your career growth I can help remove?	

■ WELLBEING & ENGAGEMENT CHECK

Question	Rating (1–5)	Notes
Overall work satisfaction this week		
Workload — manageable or overwhelming?		
Team dynamics — any concerns?		
Energy level — motivated or burnt out?		

■ AGREED ACTIONS & FOLLOW-UP

#	Action Item	Owner	Due Date	Status (next meeting)
1				
2				
3				