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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**One-on-One Meeting Template**

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| **One-On-One Meeting Template** | | | | | |
| **Adele Vance:**  Retail Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| The Individual Development Plan Template provides a structured framework for employees and their supervisors to collaboratively plan and track professional growth and career development. | | | | | |  |
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| **1. General Check-In** | | | | | |  |
| **Q1:** How are you feeling today? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** What’s been the highlight of your week so far? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q3:** Are there any personal or professional achievements you'd like to share? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **2. Work Progress and Performance** | | | | | |  |
| **Q1:** What have you been working on recently, and how is it going? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** Are you facing any challenges or obstacles with your current projects? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q3:** Is there anything you need from me or the team to help you succeed? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **3. Feedback and Development** | | | | | |  |
| **Q1:** How do you feel about the feedback you've received recently? Is it clear and actionable? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** What areas would you like more feedback or guidance on? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q3:** Are there any skills you’re interested in developing or areas you’d like to grow in? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
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| **4. Goals and Future Planning** | | | | | |  |
| **Q1:** How do you feel about the feedback you've received recently? Is it clear and actionable? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** What areas would you like more feedback or guidance on? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q3:** Are there any skills you’re interested in developing or areas you’d like to grow in? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **5. Team Dynamics and Collaboration** | | | | | |  |
| **Q1:** How do you feel about the team’s collaboration and communication? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** Is there anything we could do differently to improve teamwork or support each other better? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q3:** Are there any team members you’d like to collaborate with more closely? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **6. Company Culture and Environment** | | | | | |  |
| **Q1:** How do you feel about the company culture? Are there any changes you’d suggest? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** Do you feel valued and appreciated in your role? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q3:** Is there anything we can do to make the work environment more positive for you? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **7. Work-Life Balance** | | | | | |  |
| **Q1:** How do you feel about your current work-life balance? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** Are there any adjustments we can make to better support your work-life balance? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q3:** Is there anything outside of work that’s affecting your ability to focus or perform? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **8. Support and Resources** | | | | | |  |
| **Q1:** Do you have all the tools and resources you need to do your job effectively? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** Are there any additional resources or support you feel you need? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
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| **Q3:** How can I better support you in your role? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
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| **9. Long-Term Vision and Career Path** | | | | | |  |
| **Q1:** Are there any projects or roles within the company you’re interested in exploring? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** What motivates you the most in your work? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q3:** How can we help align your personal career goals with the company’s vision? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
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| **10. Long-Term Vision and Career Path** | | | | | |  |
| **Q1:** Is there anything else on your mind that you’d like to discuss today? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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| **Q2:** What can I do to make these one-on-one meetings more valuable for you? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
| Lorem ipsum | | | | Lorem ipsum | |  |
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| **Q3:** Do you have any feedback for me or suggestions on how I can improve as a manager? | | | | | |  |
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| **Adele's answers** | | | | **Miriam's answers** | |  |
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|  | **Rating** |  | **10** | | |  |
| **Overall Comments** | | | | | |  |
|  | | | | | |  |
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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |  |