

One-on-One Questions Template

Branded Instructions + Example Questions

Create a copy of this one on one agenda for each team member you're leading. Replace the employee and manager names where indicated. Always keep goals at the top of the document. Underneath goals, create headers using each meeting date, with the most recent meeting at the top.

Icebreaker Questions

1. If you could travel anywhere in the world, where would you go and why?
2. Tell me about a recent accomplishment you're proud of.
3. What's your favorite way to relax and de-stress after work?
4. What's the last book you read or movie you watched and really enjoyed?
5. If you had a superpower, what would it be and why?
6. What's your favorite type of music, and do you have a go-to song?
7. What's the best piece of advice you've ever received in your career?
8. Do you have any exciting personal or professional goals for the future?
9. How do you like to start your day to set a positive tone?
10. What's the most interesting thing you've learned recently?
11. What's your favorite season, and what do you like to do during it?
12. If you could have dinner with anyone, living or historical, who would it be?
13. If you could have any job in the world for a week, what would it be?
14. If you could instantly learn any skill, what would it be, and why?
15. What's a skill or talent you'd like to learn or improve in the near future?

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Communication Questions

1. How do you prefer to receive communication (email, chat application, etc.)?
2. How do you prefer to receive recognition?
3. How do you prefer to receive constructive feedback?
4. Can you share an instance where you received helpful feedback?
5. Are there any tools or technologies you believe would facilitate better communication?
6. Can you share any communication best practices you've observed in other teams or organizations?
7. Do you feel that you have all the resources and information you need to do your job effectively?
8. Do you have any concerns about overcommunication or information overload since joining our team?
9. Are you getting enough feedback and recognition for your work?
10. Do you get the information you need when you need it?
11. Is there a need for more open and frequent discussions on any topics?
12. How do you feel about our team's communication and collaboration?

Remote Work Questions

1. Are there any tools or technologies you need to be more effective while working from home?
2. How do you maintain a work-life balance while working remotely?
3. How do you feel remote work affects your productivity?

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4. Are there any distractions at home that affect your work, and how can we address them?
5. Do you ever feel isolated or disconnected from the team while working remotely? How can I help?
6. Have you found any tips or tricks that help you stay organized and manage your time while working remotely?
7. Have you experienced any technical difficulties working from home that we need to address?
8. Do you have any suggestions for improving remote work policies and procedures?
9. In your judgment, does your workload feel reasonable?
10. Do you have any insights on how I can improve remote work for you or the team?

Check-In Questions

1. In one word, describe how you've felt the last week at work.
2. Are there any roadblocks or challenges you're currently facing at work?
3. Do you need any support in completing your projects or workload?
4. What's the status of X project?
5. What progress have you made on your current projects?
6. Are there any changes or improvements you'd like to see in your job responsibilities?
7. Do you need or want any additional training to help you in your role?
8. Have you been taking your breaks and vacation time to recharge when needed?
9. How would you describe your job satisfaction and overall morale at the moment?
10. How can we better utilize your skills and talents here at work?

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Employee Motivation Questions

1. Are you happy in your role? What would make it better?
2. What gives you a sense of purpose?
3. What would you say your core values are?
4. How are you feeling about your work-life balance, and is there anything impacting it?
5. What are your proudest accomplishments, either in work or personally? What makes you proud of them?
6. Is there anything you've accomplished here that you're proud of? If not, is there a reason?
7. How do you celebrate your personal achievements?
8. What hobbies or activities do you engage in outside of work to relax and recharge?
9. Has anything made you feel inspired in the last week?
10. What type of recognition motivates you the most?
11. What's the last fun or interesting project you worked on?
12. Has anything made you feel overwhelmed at work, now or in the past? What?
13. What are three things you get excited about?
14. Tell me about a long-term goal you achieved. How did you get through any challenges along the way?

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Questions To Address Challenges or Concerns

1. What's one challenge you've faced in the past at work, and how did you overcome it?
2. How has your energy level been lately, and are you experiencing any burnout?
3. Have you faced any challenges at work recently?
4. Is there a specific project or task that's proven particularly challenging?
5. Has anything at work been consistently problematic for you?
6. Have you identified the underlying causes of these challenges?
7. Can you trace any challenges back to an underlying process or system that needs to change?
8. Have you noticed any habits you have that inadvertently make work harder? Do you need help addressing them?
9. What steps have you taken to address these challenges on your own?
10. Have you discussed these issues with colleagues, and if so, what feedback did you receive?
11. Do you think there are quick fixes for some of these challenges? Or are the issues more complex and require strategic thinking?
12. How do you think these challenges impact you and the team as a whole?
13. Do you know anyone on the team that may be able to help with these issues?
14. What challenges are the most critical? What challenges can wait till later?
15. How can I support you in addressing and resolving challenges?
16. Can you suggest any changes in processes, workflows or policies that might help?

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Questions To Encourage Employee Growth

1. How do you envision your long-term career plans?
2. Do you have a development plan in place? If not, would you like one?
3. Do you believe you have opportunities for growth here?
4. Have you set any new professional goals? How can I help you achieve them?
5. What skills do you need to reach your goals? Do you have any skill gaps?
6. What areas do you believe you've made the most progress in recently?
7. What do you consider your strengths and areas for improvement?
8. Are there personal achievements or milestones you're working towards?
9. What are your thoughts on potential future roles or promotions within the company?
10. How do you see yourself as a leader within the team?
11. Can you describe a time when you successfully led a project or team?
12. Do you see yourself taking on leadership roles in the future?
13. What have you learned recently that you find valuable for your role?
14. How do you learn best: through training, mentorship, or self-study?
15. How do you stay up-to-date with industry trends and developments?
16. Are you involved in any professional networks or associations that benefit your career?
17. Do you feel encouraged and safe to bring forward new ideas and innovations?
18. How can we better utilize your skills in this company?

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Time Management Questions

1. Right now do you feel like you control your time or like your time controls you?
2. How do you currently manage your time at work?
3. Do you use time-blocking to schedule your day?
4. Do you feel like you effectively prioritize your tasks?
5. How do you handle competing priorities or unexpected tasks that arise?
6. Have you noticed any strategies that help you with time management?
7. Are there tools or apps that help you stay organized?
8. What routines or habits have you established for productivity?
9. Are there areas where you believe you excel in time management?
10. Can you identify any areas where you struggle with time management?
11. Are there common distractions that interfere with your work?
12. What strategies do you use to avoid distractions and stay focused?
13. What benefits do you think you'd notice if you managed your time more effectively?

Alignment Questions

1. What superpower do you have that you could bring to our workplace?
2. If there was one thing you'd like to see our company accomplish, what would it be?
How do you see yourself supporting that vision?
3. Are you familiar with the company's overall mission and vision?
4. How do you see your role contributing to the company's goals?
5. What are your core values, and how do they align with our company values?
6. Are there any skills or talents you'd like to develop? How could you use them to help make our company better?

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Relationship-Based Questions

1. Do you feel you're effectively collaborating with the team?
2. If not, is it because there are team conflicts or interpersonal issues that need attention?
3. What do you think about our team's approach to diversity and inclusion?
4. Do you feel included and valued in our team? Have you heard of anyone who doesn't?
5. Have you experienced any workplace conflicts recently, and how did you handle them?
6. How can we improve our conflict resolution processes?
7. How do you feel about our team's culture and work environment in general?
8. Are there any unwritten rules or assumptions within the team? Do they cause any problems?
9. What do you feel sets our team apart from others?
10. What can we do to enhance team morale?
11. Are there ways to improve the team's working relationships?
12. Have you been able to professionally network with any of your team members? How?
13. How can we foster a culture of innovation and creativity within the team?
14. Have you had any issues or challenges with client communication lately?
15. How would you like to see client communications improve?

Questions to Ask for Feedback as a Coach

1. Do you feel comfortable providing feedback to me? Why or why not?
2. What feedback do you have for me on my leadership style?
3. What aspects of my leadership approach do you find most effective?

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4. Are there areas in which you believe I could improve as a leader?
5. What do you believe makes an effective mentor or coach?
6. What do you admire most in a leader?
7. What do you think makes the difference between a good leader vs. a bad leader?
8. What can I do to improve your work experience?
9. Can you share an instance when I provided feedback that was particularly helpful?
10. Do you feel you can trust my leadership decisions and actions? Why or why not?
11. Have I provided you with enough positive feedback?
12. How have you received my constructive feedback?
13. Do you feel valued at work?
14. How can I better support your career growth and development?

Questions to Ask for Company Feedback

1. If you were the CEO, what's one thing you'd change?
2. If you had a magic wand to improve one thing about the company overnight, what would it be, and why?
3. Are you satisfied with our company's current direction and leadership?
4. How would you describe the work environment here in three words?
5. What aspect of our company's culture makes you most proud to be a part of the team?
6. Do you have any concerns or suggestions related to company culture?
7. What challenges do you see our company facing?
8. How do you feel your work-life balance is here?
9. What additional benefits or perks would you like to see the company offer?
10. What's the most valuable thing you've learned since joining our team?

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1. How do you perceive the company's response to changes in the market or industry trends?
2. How do you feel about recent changes in our team or company?
3. Are there aspects of change that concern you or require support?
4. How do you perceive our team's commitment to ethical behavior and values?
5. Are there any ethical dilemmas or concerns you'd like to discuss?
6. What suggestions do you have for improving our processes or services?
7. Would you recommend our company to a prospective hire? Why or why not?

Wrap-Up Questions

1. What are the key takeaways you've taken from our conversation today?
2. Based on what we've discussed, what are your top three priorities for the week?
3. How will you hold yourself accountable for achieving these goals?
4. How do you plan to implement the feedback and suggestions we've discussed today?
5. Can you lean on any of your strengths to help you meet your goals?
6. Can you outline a brief action plan of next steps to address the goals we've set today?
7. What immediate actions can you take today to help yourself get back on track?
8. Do you have the support and resources you need to accomplish your goals this week?
9. Can you share any potential challenges you foresee and how you'll overcome them?
10. How do you think you'll feel if you meet the goals we've set today?
11. How motivated do you feel to accomplish these goals, on a scale of one to ten?
12. Can you commit yourself to accomplishing (task) by (deadline)?
13. Is there anything else you'd like to add or discuss before we conclude our meeting?

One-on-One Meeting Agenda

Goals		

Weekly Project Updates	
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One-on-One Meeting Agenda

Icebreaker Question:

Agenda Items

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Agenda Items

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Notes

Action Items
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