

# AI Template Enhancer | Aurora

Want to get more out of your regular 1 on 1s? The table below isn't just a template—it's a hands-on guide to enhancing your current one on one meeting template with targeted, AI-powered prompts. Use it to upgrade your standard agenda, spark more meaningful conversations, and personalize every session for each employee. Whether you're a new manager or a seasoned leader, these prompts plug right into your workflow and help you unlock the real value of every 1 on 1 meeting.

Segment	Purpose & Example Questions	Example AI Prompt to Enhance This Section
<b>Check-in &amp; Rapport</b>	<p>"How are you doing today, outside of work?"</p> <p>"What were your work/non-work highlights?"</p> <p>"Is anything stressing you out?"</p>	<p><i>Prompt:</i> "Suggest 5 creative check-in questions for a one on one meeting that go beyond 'How are you?' and spark honest conversation."</p>
<b>Priorities &amp; Progress</b>	<p>"What's your top priority right now?"</p> <p>"Any challenges you're facing?"</p> <p>"What's your outlook for the next week/month?"</p>	<p><i>Prompt:</i> "Given a summary of recent tasks and projects, draft 3 follow-up questions to help an employee reflect on progress and blockers."</p>
<b>Feedback &amp; Coaching</b>	<p>"I've noticed [X], can you tell me more?"</p> <p>"Here's an area for development—how can I support you?"</p>	<p><i>Prompt:</i> "Generate 3 constructive feedback prompts for a manager to use in a 1:1, focused on growth and open dialogue."</p>

**Career  
Development**

“What progress on your goals?”

“What new skills are you interested in?”

“Where do you see yourself in 1-3 years?”

*Prompt:* “Provide 3 thoughtful questions a manager can ask to help an employee explore career development and long-term goals.”

**Action Items &  
Next Steps**

“What are the key action items?”

“How can I support you before next meeting?”

“Anything else we should discuss next time?”

*Prompt:* “Summarize the discussion notes and extract clear, actionable next steps with owners and due dates for both parties.”

**Tip:**

Download or duplicate this template for your next 1 on 1 meeting, or use it as a template for one on one with an employee in your team’s knowledge base. Just copy the AI prompt for each section and **paste it into your favorite AI tool with all the necessary knowledge already stored in it**—customize as needed to fit your team and style!



To create a meeting deck: <https://hiaurora.ai/>