



One on One Meeting Template | Aurora

Meeting Date:

Manager:

Employee:

1. Check-in & Rapport (5 min)

- How are you feeling today (work & non-work)?
 - Any recent wins, challenges, or events you want to share?
 - What's top of mind for you this week?
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2. Priorities & Progress (10 min)

- What are your current top priorities?
 - What progress have you made since our last meeting?
 - Are there any blockers or challenges slowing you down?
 - Is there anything I can do to help remove obstacles?
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3. Feedback & Coaching (10 min)

- Feedback for you: (share specific praise or constructive feedback)
 - Feedback for me: Is there anything I could do differently to support you?
 - Is there a skill or area you'd like to work on?
 - Would you like input or coaching on anything specific?
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4. Career Development (5 min)

- Are there new skills or projects you'd like to explore?
- What are your long-term career goals, and how can we help you move toward them?
- Any training, stretch assignments, or resources you want to discuss?

5. Action Items & Next Steps (5 min)

- Review commitments from last time: (list here)
- New action items agreed today:
 - Action Item 1 — Owner & Due Date
 - Action Item 2 — Owner & Due Date
- Schedule next 1:1: [Date/Time]

Notes & Follow-Up:

(Space for additional notes, ideas, or follow-up topics for next time)



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