

ONE-ON-ONE

NAME _____ DATE _____

SUPERVISOR _____

Progress I've Made Since Our Last One-On-One.

(1) Tasks I committed to doing, and an update on results. (2) What stopped me from completing the unfinished tasks.

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About Our Customers / Clients.

(1) Our most recent client successes and problems. (2) What clients have recently said about us, both good and bad. (3) Coaching help I need from my Supervisor to improve my level of service to our clients.

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About My Direct Reports.

(1) Specific individuals currently performing well, and how they are being rewarded. (2) Specific individuals currently not performing well, and/or not complying with our company values, and how they are being dealt with. (3) Coaching help I need from my Supervisor to improve as a leader/manager.

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About My Peers.

(1) Specific peers who are most helpful, most professional, and/or are high performers. (2) Specific peers who are not performing well, and/or don't represent our company well. (3) Coaching help I need from my Supervisor to interact better with my peers.

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About Our Vendors / Suppliers.

(1) Vendors who have performed well and deserve recognition. (2) Vendors who are not performing well and/or are holding us back, and need to be dealt with. (3) Coaching help I need from my Supervisor to improve my level of impact with our vendors and receive the highest service from them.

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Internal Operational Issues.

(1) List of procedures, policies and/or equipment that are serving our needs well. (2) List of procedures, policies and/or equipment that are not working well, causing problems, and should be reviewed or changed.

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Ways We Can Improve Our Company.

(1) List of ideas for improving our company in marketing, client service, products/service innovation, vendor relations, financial, new business, employee recruiting and retention, beating competitors, etc.

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Leadership From My Supervisor.

(1) List of things my Supervisor does that I appreciate and/or that helps me perform better. (2) List of things my Supervisor does that hinders my ability to perform my job well. (3) Changes I'd like my Supervisor to consider making. (4) Coaching help I need from my Supervisor to improve my relationship with him/her.

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Personal Issues Affecting Me That My Supervisor Should Be Aware Of.

(1) List of personal things impacting me that may have an affect – good or bad – on my job performance.

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What My Supervisor Thinks About My Performance.

(1) My specific areas of excellence, as seen by my Supervisor. (2) Specific areas I need to develop, as seen by my Supervisor. (Note: This section is filled out during the one-on-one with comments from the Supervisor.)

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What I Commit To Doing By Our Next One-On-One.

(1) List of specific actions, desired results, and deadlines for action. (2) Specific help I need from my Supervisor to accomplish my commitments on time, on target, on budget, with excellence. (Note: Filled out during one-on-one.)

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