

One-on-One Meeting Template

D1 Frontline Leadership

Employee Name: _____

Supervisor Name: _____

Date: _____ Meeting Type: [] Weekly [] Monthly

Role / Department: _____

1. Check-In

- How are you doing this week — personally and on the floor?

- What is going well on your shift right now?

- Is anything creating friction or slowing you down?

2. Performance & Priorities

- Are expectations clear for safety, quality, and production this week?

- What results are you most focused on right now?

- Where do you need support from me to hit your targets?

3. Development & Growth

- What skill would help you perform better in your current role?

- What is one thing you want to get better at over the next 30 days?

- Are there stretch opportunities or training you are interested in?

4. Obstacles & Support

- What is getting in the way of doing your best work?

- Are there process, equipment, or staffing issues I should know about?

- What decision or resource do you need from me?

5. Commitments & Follow-Up

- What will you commit to before our next meeting?

- What will I commit to as your supervisor?

- When should we follow up on open action items?

Action Items

1. Action: _____ Owner: _____ Due: _____

2. Action: _____ Owner: _____ Due: _____

3. Action: _____ Owner: _____ Due: _____

4. Action: _____ Owner: _____ Due: _____

5. Action: _____ Owner: _____ Due: _____

Tip: Keep 1:1s consistent, document commitments, and follow through every time.