

One-on-One THE CHECKLIST

BY CANEEL JOYCE



TODAY'S DATE:

EMPLOYEE:

● **AGENDA:** ●

● **SUCCESS PLAN:** ●

● **CHECK-IN:** ●

● **ACTION ITEM FOLLOW UP:** ●

● **BEHAVIORAL SKILLS:** ●

● **FEEDBACK:** ●

● **ACCOUNTABILITY:** ●

● **CULTURE CHECK:** ●

● **SUCCESSSES:** ●

● **NEW ACTION ITEMS:** ●

ADDITIONAL NOTES