Check-in Meeting Agenda Template

Reference Documents

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[month or quarter] Priorities	Annual Priorities/Goals	Backburner
• • •	• • •	

[Date]

Personal check-in

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This week will be successful if... (Big Rocks / Top Priorities)

- ☐
- ☐
- ☐

Key updates / FYI

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Feedback & Learning

	One success	One area for improvement
Staff member self-reflection		
Staff member feedback for manager		
Manager self-reflection		
Manager feedback for staff member		

Items for discussion

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Manager's list:

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Next steps

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