

L.E.A.D.* ONE-ON-ONE MEETING AGENDA

LIFE REFLECTIONS

- 1. PERSONAL HIGH AND LOW [3 Minutes]**
The direct report shares their Personal High and a Personal Low since the previous one-on-one meeting.
- 2. PROFESSIONAL HIGH AND LOW [3 Minutes]**
The direct report shares their Professional High and a Personal Low since the previous one-on-one meeting.

EVALUATE THE GAME FILM

- 3. REVIEW GAME PLAN [4 Minutes]**
Review the action items captured at the last one-on-one meeting. Were they accomplished? If not, why? Do any items need to be moved to the next game plan?
- 4. KEY PERFORMANCE INDICATORS (KPIs) [10 Minutes]**
The direct report presents their current leading and lagging indicators on their scorecard. What KPIs are in the Green? What KPIs are in the Yellow? What actions will get them back into the Green? What KPIs are in the Red? What happened? How do correct the root cause?
- 5. INDIVIDUAL QUARTERLY ROCKS [4 Minutes]**
Review the progress on the direct report's individual Quarterly Rocks. What actions need to be taken to ensure completion of the Quarterly Rocks? If it's a new quarter, set new Quarterly Rocks that align with the company's Quarterly Rocks.

ASK QUESTIONS

- 6. PARKING LOT ITEMS [10 Minutes]**
The direct report presents any critical obstacles or opportunities on their Parking Lot. Discuss, brainstorm, and identify action items for each Parking Lot item.
- 7. COACHING QUESTIONS [5 Minutes]**
The coach asks any questions they have for the direct report. What, if any, obstacles are preventing you from accomplishing your goals? What concerns do you have about communications?

ASK QUESTIONS

- 8. CAPTURE ACTION ITEMS [10 Minutes]**
Working together, the coach and direct report agree on the top three actions to complete before the next one-on-one meeting. Action items include the following:
 - Actions to accomplish a quarterly rock
 - Professional and personal development activities
 - A measurable job-related activity
- 9. CONFIRM NEXT ONE-ON-ONE MEETING [1 Minutes]**
The coach confirms the next one-on-one meeting date and time.



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