

L.E.A.D. – ONE-ON-ONE MEETING TEMPLATE

NAME:	COACH:	TODAY'S DATE:	NEXT MEETING:
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REFLECTIONS – SINCE YOUR LAST 1:1 MEETING, WHAT ARE YOUR

PERSONAL:	PROFESSIONAL:
HIGH:	HIGH:
LOW:	LOW:



DID YOU COMPLETE YOUR GAME PLAN FROM THE LAST MEETING?

YES	NO	Lessons Learned:
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SCORECARD: KEY PERFORMANCE INDICATORS (KPIs)

Leading Indicators:	Current #	Target #	Lagging Indicators	Current #	Target #
1.			1.		
2.			2.		
3.			3.		

INDIVIDUAL QUARTERLY PRIORITIES

Priority Name:	KPI ("X of Y")
1.	
2.	
3.	

PARKING LOT: TOPICS TO DISCUSS TODAY

What's on your mind?	What, if any, obstacles are preventing you from accomplishing your goals?

GAME PLAN

ACTION ITEM	Due Date
1.	
2.	
3.	
4.	
5.	