1:1 CHECK-IN

Name: ..... Date: .....

Wins

Challenges

Priorities

Feedback

Share

Passion and Purpose

PURPLE
PLAYGROUND

1:1 CHECK-IN

GUIDE

Wins

Celebrating life's WINS can make a big difference to mindset, motivation, confidence and overall success - from small milestones to big achievements...we encourage you to 'own it' and blow your own horn!

Challenges

Discuss any CHALLENGES you may have experienced since your last 1:1 and reflect on what could have been done differently.

Priorities

Planning ahead is important for good time management and helps with achieving your goals. We are all 'busy' so by PRIORITISING you can really focus on what's important.

Feedback

FEEDBACK is important for communication and forms the basis for improvement. Encourage two-way feedback between Employee and Manager and ensure it is constructive and evidence-based.

Share

Understanding what your Manager, Team Members and Organisation is focusing on helps with perspective, encourages a collaborative work environment and assists in creating high performing teams.

Passion and Purpose

PASSION is about YOU! - what you enjoy doing.
PURPOSE is about OTHERS!
- The WHY behind what you love doing.
Get to know your team, what they're all about and what makes them tick.

PURPLE PLAYGROUND

1:1 CHECK-IN

EXAMPLES

Wins

What has been working well for you in your role?
What key accomplishments have you achieved since our last one-on-one?

Challenges

Has something not gone to plan?
How could we approach this differently next time?
Is there anything I can do to help you move forward?
e.g. assist with roadblocks, clarify expectations etc?

Priorities

What are your areas of focus between now and our next one-on-one?
Is there any risk of a deadline or target not being met?
Is there an innovative way we can achieve this?
e.g. how can we work smarter, not harder?

Feedback

You handled that enquiry really well, and communicated it very clearly.
What do you suggest I do differently to improve?
What can I do to assist you in this situation?

Share

What were your key takeaways from that training session you attended?
This is what motivates/de-motivates me...
As a part of my development plan, I would like to work on...

Passion and Purpose

Is there anything you'd like to share about your goals and aspirations - work or non-work related?
e.g. career development, hidden talent, hobby, side hustle, family, sport etc. Let's discuss how we can bring that passion to life!

PURPLE PLAYGROUND