

1:1 CHECK-IN



PURPLE
PLAYGROUND
Human Resources & Recruitment

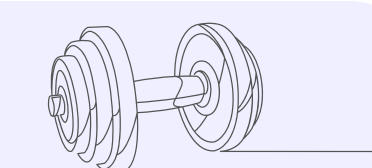
NAME:

DATE:

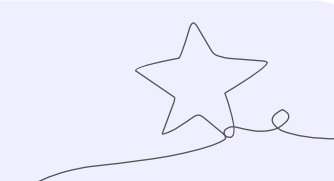
WINS



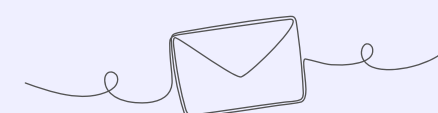
CHALLENGES



PRIORITIES



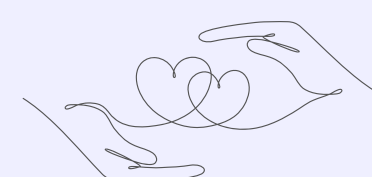
FEEDBACK



SHARE



PASSION AND PURPOSE



1:1 CHECK-IN



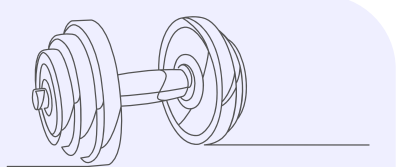
GUIDE

WINS



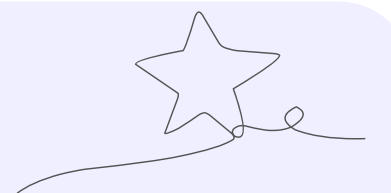
Celebrating life's WINS can make a big difference to mindset, motivation, confidence and overall success - from small milestones to big achievements...we encourage you to 'own it' and blow your own horn!

CHALLENGES



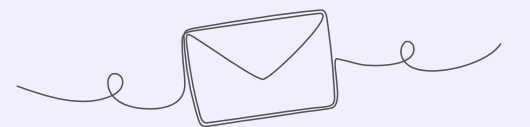
Discuss any CHALLENGES you may have experienced since your last 1:1 and reflect on what could have been done differently.

PRIORITIES



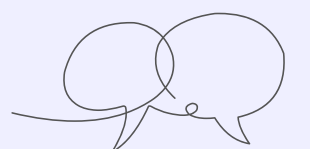
Planning ahead is important for good time management and helps with achieving your goals. We are all 'busy' so by PRIORITISING you can really focus on what's important.

FEEDBACK



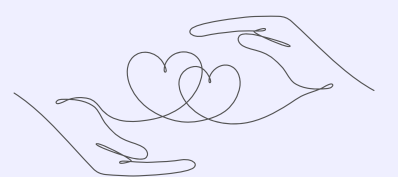
FEEDBACK is important for communication and forms the basis for improvement. Encourage two-way feedback between Employee and Leader and ensure it is constructive and evidence-based.

SHARE



Understanding what your Leaderr, 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.

1:1 CHECK-IN

EXAMPLES

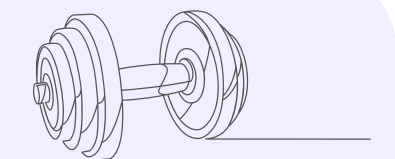
WINS

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



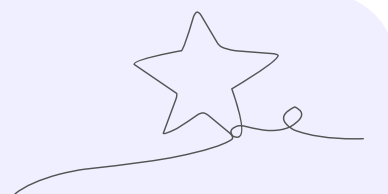
CHALLENGES

- 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?



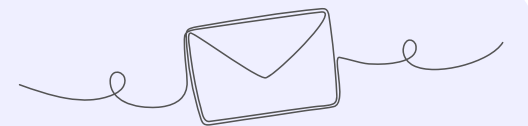
PRIORITIES

- 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?



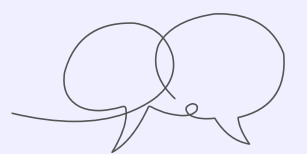
FEEDBACK

- 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!

