



# **Smart 1:1s:**

## *A Guide to Productive Employee-Manager Conversations*

*From: Nikki Winston, CPA*

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# Employee 1-1 Meeting with Manager

## Current Projects & Deliverables

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Notes:

**Overall, how are things going? What's going well at work? What are you struggling with?**

## Your Career Interests & Next Steps

IT'S UP TO YOU TO HAVE THESE CONVERSATIONS!

# Employee 1-1 Meeting with Manager

**Note your upcoming time off, non-work updates, etc.**

**Some help to drive your conversation...**

- 1. I'd appreciate your help with...**
- 2. What do you think about...**
- 3. How can I help with your...**

**Action Items for  
the Next Meeting**

- 1.** .....
- 2.** .....
- 3.** .....

**Notes:**

# Employee 1-1 Meeting with Manager

## **Manager Feedback:**

**Response to how  
things are going:**

**Response to your  
struggle points:**

**Other feedback:**



**After your meeting...**

**Let's talk about how it went.**

**Book time on my calendar for next steps.**

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