

One-on-One Meeting Agenda

SOAR

1 — **Grade the week from 1-10.** What went well? What went poorly? What would have made the week a 10?

2 — What was your **biggest win** this week?

3 — What was the **biggest challenge** you faced this week?

4 — What did you do to **develop yourself** professionally this week? What will you do next week?

5 — **How can I help you** this week? What are the specific tasks?