EMPLOYEE & MANAGER 1-ON-1 SYNC AGENDA & ACTION PLAN

PULSE CHECK, ROADBLOCK TRIAGE, CURRENT SPRINT PRIORITIES & CAREER DEVELOPMENT COMMITMENTS

EMPLOYEE NAME: _____ **MANAGER NAME:** _____ **MEETING DATE:** _____/_____/20____

DEPARTMENT / TEAM: _____ **CADENCE:** [ ] Weekly [ ] Bi-Weekly **PULSE (1-5):** [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5

1. RECENT WINS & TOP PRIORITIES FOR THE COMING SPRINT

RECENT WINS & COMPLETED DELIVERABLES:

[X] Win 1: _____

[X] Win 2: _____

[X] Win 3: _____

Team Recognition: _____

TOP 3 HIGH-IMPACT SPRINT PRIORITIES:

1. _____
2. _____
3. _____

Target Delivery Date: _____/_____/20____

2. ROADBLOCKS, BOTTLENECKS & HOW MANAGER CAN HELP UNBLOCK

WHAT OBSTACLES ARE IMPEDING YOUR MOMENTUM? WHERE DO YOU NEED DECISION AIR-COVER?

Roadblock 1: _____

Roadblock 2: _____

Manager Action to Unblock: _____

3. ACTION ITEMS & ACCOUNTABILITY COMMITMENTS FOR NEXT SYNC

OWNER	SPECIFIC COMMITMENT / ACTION ITEM	TARGET DUE DATE	STATUS
Employee	Finalize technical spec draft & share with engineering lead for feedback	_____/_____/20__	**[ ] Pending**
Manager	Secure cross-departmental approval for software subscription upgrade	_____/_____/20__	**[ ] Pending**
Employee	Schedule design sprint review with lead UI/UX designer	_____/_____/20__	**[ ] Pending**

1-ON-1 MEETING CLOSEOUT & NEXT SYNC ALIGNMENT:

Employee Initials: _____ Manager Initials: _____

Meeting Notes Logged: _____/_____/20____ Next 1-on-1 Sync Scheduled: _____/_____/20____ __:__