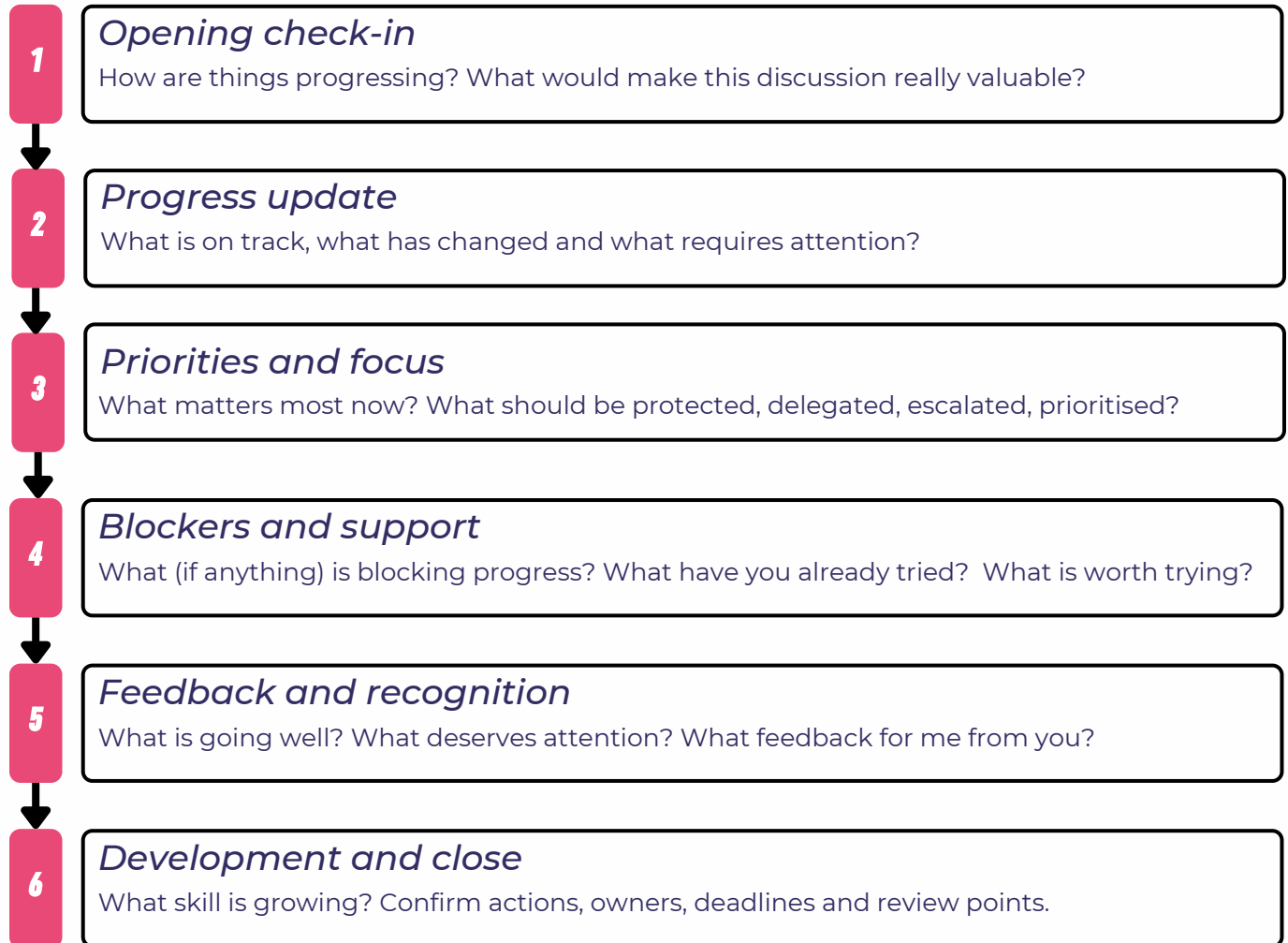


1-2-1 Progress and Update Discussions

A conversation map for regular, purposeful and two-way manager check-ins.



Before and after checklist

- ☐ Prepare: progress, feedback, support, development and commitments.
- ☐ Close: owner, action, deadline and review point for every commitment.

Use to prevent 1-2-1's becoming only informal catch-ups or task lists.