




G.O.O.D Monthly 1-on-1 Template



- 
- **Feeling disconnected from the team?**
 - **Is performance not quite where you need it to be?**
 - **Or do you have an employee who is excelling and you aren't sure how to keep them engaged?**

Regular catch-ups with employees have the benefit of improving performance, engagement, and overall team culture. And it doesn't need to be a chore!

We have you covered with this simple **G.O.O.D** template to help guide your regular catch-ups with your team members to keep them on track, share feedback, and keep your business humming.



Check in Questions

G

WHAT'S GOING WELL?

GOALS

HOW ARE YOUR GOALS TRACKING?

GROWTH

WHAT ARE YOU LEARNING, IMPROVING OR WORKING ON?

O

WHAT ARE THE OBSTACLES?

OBSTACLES

WHAT CHALLENGES OR ISSUES HAVE COME UP?

OVERCOME

HOW DO WE GET THESE SORTED?

O

WHAT ARE THE OPPORTUNITIES?

OPPORTUNITIES

WHAT ARE THE OPPORTUNITIES TO FOCUS ON?

OPTIMISE

WHAT CAN BE OPTIMISED AND IMPROVED?

D

WHAT DO WE NEED TO DO?

DIRECTION

AGREE A CLEAR DIRECTION

DECISIONS

AGREE ON WHAT NEEDS TO BE DONE

DATE

AGREE WHEN IT NEEDS TO BE DONE BY

Meeting Notes - Date:

G	WHAT'S <u>G</u> OING WELL?	
O	WHAT ARE THE <u>O</u> BSTACLES?	
O	WHAT ARE THE <u>O</u> PPORTUNITIES?	
D	WHAT DO WE NEED TO <u>D</u> O?	

Next Steps/ Actions

Note any key action points to follow up on before the next 1:1 meeting.

Be clear and capture what the action is, who will do it, and by when.

WHAT	WHO	WHEN



Our Team



Beth Park

Owner & Director

Specialist in business strategy, workflow system implementation and continuous improvement. Principal contact for all your support.



Michelle Ackroyd

Compliance Specialist

Expertise in H&S, quality and manufacturing compliance, systems documentation, office management and e-commerce.



Michelle Marshall

HR Specialist

Operational expertise in recruitment, onboarding, leadership development, training, change management, remuneration and employment law

Our Onsite Insight team have come from successful corporate careers but we have also all owned our own businesses as well.

We have first-hand experience of what it's like to be a business owner – warts and all – and we understand how you may be feeling, what you might need and how we can help.

We provide down-to-earth support and simple, practical systems that are tailored specifically for small and medium business success.