**Potential Topics**

List potential topics you would like to chat about with your leader. Use the right-hand column to plan and update progress on those topics.

|  |  |
| --- | --- |
| Topics | Plans/Actions/Follow Up |
|  |  |
|  |  |
|  |  |

**Current Role-Related Needs**

Provide insight on your overall needs at work. What actions you’ve taken so far. Get perspective from your leader and determine actions you will take going forward and note any follow up items.

|  |  |
| --- | --- |
| **NEED** | **KEY ACTIONS TAKEN/Follow Up** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **MY TEAM’S DEVELOPMENT NEEDS** | **KEY ACTIONS TAKEN/FOLLOW UP** |
| 1. |  |
| 2. |  |
| 3.  |  |

**Action Steps Prior to Next Meeting**

Be clear about what you and your leader commit to doing before your next meeting. Write them down and follow through!

|  |  |  |
| --- | --- | --- |
| ITEM | DUE DATE | RESPONSIBLE |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |