



1-ON-1

COACHING PACK

FOR LEADERS



WELCOME TO

CREWMOJO

Enabling performance experiences to be designed and delivered in days not months.

Use these templates for inspiration or as a starting point for your own system. When you need to automate and scale the process, each template is ready to go in the Crewmojo platform.

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ABOUT

This coaching pack provides a variety of options to help you meet your team member where they are. Each 1-on-1 is designed to support managers to have a discussion on the challenge they or their team members are facing at the time.

Make sure to wrap up the 1-on-1 with key notes against activities discussed and if relevant, set up action items to be carried out by the next meeting.

1-on-1 topics;

- Ways of Working
- Team Collaboration
- Engagement Check-in
- Performance Goals
- Development Goals
- Manager Feedback

WAYS OF WORKING

Date:

Which time of day do you feel most productive? How can we leverage this?



What changes could be made to optimise your day?



What are your biggest time wasters right now?



Are you encountering any roadblocks and if so what are they?



ACTION PLAN



TEAM COLLABORATION

Date:

Who inspires you in the team and why?



Would you like to receive more feedback from other team members?



Do you feel comfortable giving feedback to others?



Do you have any suggestions for improvement in the way we work together?



ACTION PLAN



ENGAGEMENT CHECK-IN

Date:

What in particular do you enjoy working here?



What do you least prefer doing and why?



What keeps you engaged and inspired at work?



Do you have any concerns about your role or career opportunities?



ACTION PLAN



PERFORMANCE CHECK-IN

Date:

How are you progressing on your goals? Do you need any help?



Are you facing any bottlenecks? What might help remove them?



How have you determined your longer-term goals?



Which part of your job do you feel is the most relevant to your long term goals?



ACTION PLAN



DEVELOPMENT CHECK-IN

Date:

How do you like to learn?



What are some skills you would like to develop?



What are some experiences you would like to gain?



What do you enjoy most and least about your job?



What projects have you enjoyed working on recently, and why?



ACTION PLAN



MANAGER FEEDBACK

Congratulations on asking for feedback. You are on the path to being a better leader.

How can I better support you in your job?



Do you find my communication clear and easy to understand, or is there something I can do to improve?



Do I clearly communicate our company's vision and mission to you?



Are our team vision and goals clear to you?



MANAGER FEEDBACK

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MANAGER FEEDBACK

Acknowledge by paraphrasing your team members as people share their feedback. Ask for examples if you are unclear.

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MANAGER FEEDBACK

It's OK to take your time. Remember to thank your team member at the end, it can be hard for people to share this feedback with you.

Do you feel empowered in your role?



Do you feel supported in your career development?



REFLECTIONS





EXPLORE MORE

Building a world-class performance culture is made easy with our template library and pre-designed employee experiences.

Templates:

- One-on-one templates
- Performance review templates
- Role descriptions
- Goal templates
- Survey templates
- Engagement surveys
- and more

Experiences:

- Onboarding new employees
- Goal setting & alignment
- Growth plans & coaching
- Skill tracking & development
- Feedback & recognition
- Stay interviews
- Performance reviews
- Exit surveys & interviews
- and more

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