

One-to-One & Coaching Planner

***i** Use this simple planner to prepare and record regular one-to-ones. Good, consistent conversations build trust and performance. Share it with your team member so it feels like a two-way discussion.*

Team member	[Name]
Manager	[Name]
Date	[Date]
Type	[Regular 1:1 / coaching / catch-up]

1. How are things going?

***i** Start with them. Ask open questions and listen more than you talk.*

[Wellbeing, workload, how they are feeling about the role.]

2. Wins since we last spoke

[Recognise what has gone well — be specific.]

3. Challenges & support needed

[What is getting in the way? What support would help?]

4. Feedback (both ways)

***i** Use the SBI approach — Situation, Behaviour, Impact — to keep feedback clear and fair.*

Manager to team member: [Situation - Behaviour - Impact]

Team member to manager: [Anything they would like to raise]

5. Development & goals

Goal / focus	[What we are working towards]
Steps	[What will help get there]
Support	[Training / coaching / resources]

6. Actions before next time

Action	Owner • By when
[Action 1]	[Name] • [Date]
[Action 2]	[Name] • [Date]



FREE TEMPLATE • COACHING

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Next one-to-one	[Date]
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i *Regular, short conversations beat occasional long ones. Follow through on actions to build trust.*