

# ONE ON ONE (FIRST-TIME) MEETING AGENDA

## I. ASK THEIR BACKGROUND

- Where did you grow up? \_\_\_\_\_
- What school did you go to? \_\_\_\_\_
- What are your hobbies? \_\_\_\_\_
- What does the person like to do on the weekend: \_\_\_\_\_

## II. ESTABLISH THE IDEAL WAY TO COMMUNICATE

\_\_\_\_\_

## III. BEST TIME TO WORK

\_\_\_\_\_

## IV. THEIR DREAMS, GOALS, AND/OR ASPIRATIONS

\_\_\_\_\_

## V. TYPES OF WORK PREFER TO DO

\_\_\_\_\_

## VI. HOW OFTEN IS A GOOD TIME TO MEET

\_\_\_\_\_

## VII. OTHER

\_\_\_\_\_

# One On One Agenda Template

**RC Schank**



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