1:1 Agenda/Minutes of Meeting

The purpose of a 1:1 is to create intentional time for Supervisors to communicate with Family Education Specialists or anyone they supervise. These meetings allow for relationship building by keeping one another informed and providing feedback for professional growth.

Topics to cover:

1. Family/Staff Updates:

2. Coaching/Training:

3. Performance Goals:

4. Upcoming Deadlines:

5. Other:

Date for next 1:1:_____