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## First one-on-one with an intern

Generated by [Hypercontext.com](https://hypercontext.com)

This agenda will set the scene for a meaningful one-on-one conversation with your intern on their first day of work.

☐ Discuss the user manuals

Summary:

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Next Steps:

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☐ What are your career goals?

Summary:

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Next Steps:

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☐ What are 3-4 skills you'd like to develop in this internship?

Summary:

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Next Steps:

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☐ How can I help support you in achieving your goals during this internship?

Summary:

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Next Steps:

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☐ Guidance on your role and impact

Summary:

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Next Steps:

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☐ Do you have any questions regarding your onboarding process?

Summary:

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Next Steps:

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☐ What can I do between now and our next one-on-one to support you?

Summary:

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Next Steps:

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☐ What day/time works for our recurring meeting?

**Want meeting notes like this with no extra work?**

With Hypercontext by Spinach, every meeting has a shared

Summary:

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Next Steps:

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