


## Quarterly Career Growth One-on-one Meeting

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Career growth is the key to employee retention  Use this quarterly 1:1 to identify how each of your direct reports wants to grow, and identify stepping stones you both can take to develop and reach their goals.

- ☐ What parts of your job do you currently find interesting?

Summary:

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Next Steps:

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- ☐ What parts of your job drain you?

Summary:

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Next Steps:

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- ☐ What are your top 2-3 long-term career goals?

Summary:

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Next Steps:

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- ☐ What are your top 2-3 short-term career goals?

Summary:

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Next Steps:

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- ☐ Do you have any ideas for projects you can work on in your role now that might help you reach each your future goals?

Summary:

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Next Steps:

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- ☐ What skills and topics are you interested in becoming proficient in/learning more about?

Summary:

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Next Steps:

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- ☐ How can I support you in this learning opportunity?

Summary:

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Next Steps:

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- ☐ 1-3 Action items for this quarter

**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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