SaaS Sales Rep One-on-one Meeting

This meeting agenda will help you uncover roadblocks, areas of improvement, and help facilitate two-way feedback so you can build trust with your team while giving them the knowledge and resources they need to hit targets and succeed.

☐ **Icebreaker: let's pick a question from Hypercontext's suggestions and discuss**

Summary:

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Next Steps:

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LEARNING: CALL COACHING OR DEAL COACHING

☐ **What didn't go as planned?**

Summary:

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Next Steps:

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☐ **How can we turn things around?**

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Next Steps:

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☐ **What are some potential obstacles?**

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Next Steps:

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GOAL SETTING:

☐ **What do you think we should focus on this week to improve?**

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Next Steps:

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☐ **What's your goal for this week?**

Summary:

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Next Steps:

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TWO-WAY FEEDBACK SHARING

☐ **What's 1 thing each of us should either stop doing, start doing, or keep doing?**

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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