
Sales manager/director one-on-one

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This is a time for the Sales Manager to meet with their Director to discuss trends, forecast and team updates.

WEEKLY

- Icebreaker: What's one thing you learned last week?

Summary:

Next Steps:

- How are you pacing towards targets?

Summary:

Next Steps:

- Are there any deals at risk of slipping? What help do you need?

Summary:

Next Steps:

MONTHLY/QUARTERLY

- Team updates. Who's doing well? Who's struggling?

Summary:

Next Steps:

- What is the one thing you're working on to advance your career?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared