

DIRECT REPORT MEETING CHECKLIST (MY STAFF)

SUCSESSES/GROWTH AREAS

- ☐ What are some recent wins/stories?
 - ☐
 - ☐
 - ☐
- ☐ What are some current growth opportunities?
 - ☐
 - ☐
 - ☐

TOPICS

- ☐ Volunteers
- ☐ Environments
- ☐ Staffing
- ☐ Attendance/Metrics
- ☐ Programming
- ☐ Events
- ☐ Budget
- ☐ Calendar
- ☐ Goals

COACHING/LEADERSHIP DEVELOPMENT

- ☐ What are you learning?
- ☐ What ideas are you processing?

PERSONAL CHECK-IN

- ☐ Marriage/Relationships
- ☐ Family/Kids
- ☐ Sabbath/Rest
- ☐ Service/Spiritual Growth