

DIRECT REPORT MEETING CHECKLIST (MY SUPERVISOR)

SUCSESSES/GROWTH AREAS

- Three areas/stories of success
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- Three areas/stories for growth
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TOPICS

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

COACHING/LEADERSHIP DEVELOPMENT

- How can I lead my team more successfully?
- What do I need to learn/discuss?