

DIRECT REPORT MEETING CHECKLIST (MY SUPERVISOR)

SUCSESSES/GROWTH AREAS

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

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?