

One 2 One mtg—sample agenda 1

- How are you?
- Progress on operational work, research plan (Use headings for main areas of work and a separate heading for staff management if they manage staff themselves)
- Project work progress
- Progress on agreed targets/milestones
- Things that have not gone well and could be done differently next time
- Celebrations/ things that have gone well
- Training and developments (New development needs and progression on training plan, career plan)
- Any other business
- Housekeeping; diary commitments, annual and other leave requests, team events
- Date of next meeting

One 2 One mtg—sample agenda 2

- Where have you been aware of seeing God at work and what has been an encouragement to you?
- What has God been reminding you of or teaching you this month?
- What has been the most enjoyable aspect of your work and why?
- How do you feel about the balance of work this month? (ie face-to-face, preparation, personal study/reflection, church, outreach etc)
- Are there particular issues that you would like to talk through personally?
- Are there particular issues or areas that you perceive have implications for others in the church/project?
- Is there anything else that we need to discuss?