

Weekly 1:1 + Performance Review Template

A light leadership routine that prevents surprises and lifts performance.

Weekly 1:1 (15–20 minutes)

Team member	Week of	Manager	Role

Discussion points

- Wins this week (what went well?)
- Blockers (what's slowing you down?)
- Quality / safety / customer feedback (any issues?)
- Next week focus (top 1–3 priorities)
- Support needed from me

Commitments (who will do what by when)

Action	Owner	Due date	Done

Performance review (monthly/quarterly) — quick score

Area	Score (1–5)	Evidence / examples	Next improvement action
Quality of work			
Reliability / attendance			
Communication			
Team behaviour			
Customer focus			