

CHECK-IN MEETING FRAMEWORK

This guide is your go-to resource for planning and leading check-ins that matter. Whether you're a seasoned leader or new to people management, this framework will help you run meaningful, structured, and supportive conversations with your team members.

WHY CHECK-INS MATTER

- Build trust through consistent, open dialogue
- Increase clarity on goals, priorities, and expectations
- Strengthen accountability with regular progress reviews
- Identify roadblocks early and offer timely support
- Foster growth and development through ongoing coaching

STRUCTURE FOR AN EFFECTIVE CHECK-IN

- **Recommended Duration:** 30–45 minutes
- **Frequency:** Biweekly or Monthly
- **Format:** In person or virtual—just keep it consistent

Start with Connection (5-10 minutes):

Set the tone with genuine interest and human connection.

- "How are things going for you personally and professionally?"
- "What's one thing you're feeling good about right now?"
- "What's been challenging or on your mind lately?"

Tip: Use this time to build psychological safety. People open up when they feel heard.

Review Goals & Progress (10 – 15 minutes):

Stay aligned on what matters most.

- "Let's revisit your current goals or priorities. What's on track? What needs attention?"
- "Have there been any changes to your workload or focus areas?"
- "Where have you made progress since our last check-in?"

Tip: Bring documented goals or performance plans to guide the conversation.

Identify Roadblocks (5 – 10 minutes):

Create space to raise flags and remove friction.

- “What’s getting in your way?”
- “Is there anything slowing you down or causing stress?”
- “Where do you need more clarity, resources, or support?”

Tip: Listen actively and resist the urge to solve too quickly - sometimes they just need to be heard.

Coach for Growth (5 – 10 minutes):

Shift from tactical to developmental.

- “What’s one skill you want to build this quarter?”
- “What feedback have you received recently?”
- “What would make you feel more supported or empowered in your role?”

Tip: Use coaching questions to unlock ownership and insight.

See: [Coaching for Results](#) for deeper coaching strategies.

Close with Clarity (5 minutes):

End with next steps, recognition, and commitment.

- “What are your key takeaways from today’s conversation?”
- “What will you focus on between now and our next check-in?”
- “Is there anything I can do differently to support you better?”

Tip: Don’t forget to recognize wins, effort, and progress - even small ones.

CHECK-IN TOOLKIT

Use this template before each meeting to prep and track follow-up:

Section	Notes/Questions to Prepare
Wins/Highlights	
Progress on Goals	
Roadblocks/Challenges	
Coaching Topics	
Commitments/Next Steps	

COMMON PITFALLS AND HOW TO AVOID THEM

Pitfall	What to Try Instead
Talking too much	Let them lead the conversation – use open questions
Skipping the check-in when busy	Treat check-ins as non-negotiable and high-impact
Making it a status update only	Balance tactical updates with coaching and support
Avoiding tough conversations	Lean in respectfully – this is where growth happens

FINAL THOUGHTS

One-on-one check-ins aren't just about productivity - they're about **partnership**. When you show up consistently and intentionally, you send a clear message: *You matter. Your growth matters. Let's succeed together.*

Need help making your check-ins more impactful?

Explore our coaching workshops and leadership development programs at www.leadvantage.ca or reach out to info@leadvantage.ca.