Name & Department

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Fun Check-In [Name]

Date: 5th September 20XX



- Have a look at the image above: What is the weather like for you at the moment...
 - o ...in your current Project?
 - o ...in your job overall?
 - o ...privately?

TOPICS DIRECT REPORT (Name)

• ...

MANAGER'S TOPICS: DEEP DIVE

What has inspired you recently?

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• What did you learn recently?

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• If you were the CEO of this company, what would you do?

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• If you could change one thing about our meetings & routines, what would it be?

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• What could we try to bring fresh ideas into our work?

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CLOSING

- I really appreciate your honesty.
- What is your main takeaway from today's Check-In?