Hypercontext

# Sales manager/director one-on-one

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This is a time for the Sales Manager to meet with their Director to discuss trends, forecast and team updates.

## WEEKLY

- [ ] Icebreaker: What's one thing you learned last week?

Summary:

Next Steps:

- [ ] How are you pacing towards targets?

Summary:

Next Steps:

- [ ] Are there any deals at risk of slipping? What help do you need?

Summary:

Next Steps:

## MONTHLY/QUARTERLY

- [ ] Team updates. Who's doing well? Who's struggling?

Summary:

Next Steps:

- [ ] What is the one thing you're working on to advance your career?

Summary:

Next Steps: