

SKIP-LEVEL MEETING AGENDA TEMPLATE

Plan Your Next Skip-Level Meeting Using Niagara Institute's 5-Part Agenda

Team Member: _____ Their Manager: _____ Date: _____

1 Open & Set the Tone

5 MIN

2 Their Role & Recent Work

10 MIN

3 Team, Culture & Blockers

10 MIN

4 Upward Feedback

10 MIN

5 Growth & Next Steps

10 MIN