
First one-on-one with an intern

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This agenda will set the scene for a meaningful one-on-one conversation with your intern on their first day of work.

Discuss the user manuals

Summary:

Next Steps:

What are your career goals?

Summary:

Next Steps:

What are 3-4 skills you'd like to develop in this internship?

Summary:

Next Steps:

How can I help support you in achieving your goals during this internship?

Summary:

Next Steps:

Guidance on your role and impact

Summary:

Next Steps:

Do you have any questions regarding your onboarding process?

Summary:

Next Steps:

What can I do between now and our next one-on-one to support you?

Summary:

Next Steps:

What day/time works for our recurring meeting?

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

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