

PEOPLE & CULTURE / HR · TEMPLATE

Manager Cadence Template

For managers and team leads in technology companies who need a deliberate, repeatable rhythm of 1:1s, team meetings, and feedback loops.

How to use this: Map your full recurring meeting cadence into the table below, assign a single clear purpose to each, and remove anything that doesn't earn its place.

Current Recurring Meetings Audit

Meeting	Frequency	Primary Purpose	Would Anything Be Missed If Cancelled for a Month?
1:1s			
Team sync/standup			
Strategic / cross-functional meeting			
Skip-level (if applicable)			

1:1 Design

Define what your 1:1s are actually for, beyond status updates.

Cadence and length of 1:1s with each direct report:

Standing agenda items (e.g. blockers, growth, feedback both ways):

How will you protect this from being cancelled when things get busy?

Feedback Loop Checklist

- ☐ Specific, timely feedback is given inside regular 1:1s, not saved for the formal review
- ☐ A brief structured check-in happens after major milestones or launches
- ☐ Peer feedback channels exist where relevant to the team's work
- ☐ Formal review conversations contain no major surprises because feedback has already been given along the way

Team Meeting Redesign

For each meeting kept from the audit, assign it a single clear job.

Meeting name and its single defined purpose:

What this meeting explicitly will NOT try to cover (and where that will happen instead):

Who owns keeping this meeting on-purpose over time?

Commitment

The cadence we are committing to starting this month is:

We will review whether this rhythm is working on this date:
