

EFFECTIVE 1:1s

Why Have 1:1s?

1:1's are crucial to leading your team. These meetings will enable you and your employee to build rapport, provide coaching opportunities, give and gather feedback, and build trust.

Outcomes to effective 1:1s:

- Build strong trusting relationships with your team
- Have personable conversations. Demonstrate them and their value (not work and clients)
- Opportunity to listen to them - let them lead the conversation
- Learn what they like, what challenges them, ideas they have for the team, their role and the org
- Develop and coach

Top Tips:

- Have regular scheduled 1:1s
- Be on time
- Change it up! If in person, grab a coffee, go for a walk, etc. while having the conversation
- Have them own the agenda

Topics to Cover:

- Personal Life
- Performance Feedback
- Recognition - Wins from the week
- Stucks
- Priorities for the week
- Workload
- Career Development

Sample questions:

- How are you feeling today?
- How are your friends and family?
- What are you most concerned about?
- What questions can I answer?
- What are you focused on today?
- What has been going well? What hasn't?
- How can I best support you?
- How is your current workload?
- What opportunities do you want to seize?
- What are your current priorities?
- Have they changed?
- How can I alleviate your concerns?
- What additional resources do you need to effectively do your job?
- Where could you improve?
- Where could I improve?