

Thanks for Downloading our Free Tool!

Struggling to find the most effective way to run employee 1:1 meetings? Tired of feeling overwhelmed by the time commitment of these meetings to only leave feeling like nothing was accomplished? Unsure of how to get your employees to own this meeting?

Usage Considerations

Next are a few ideas and considerations successful 1:1's.

Set a standard agenda. Using a standard topic agenda allows your employees to plan their time with you. They bring the topics, you come ready to listen and coach.

Pick a meeting cadence. Weekly, bi-weekly, monthly? It depends on your employee. Consider their performance, tenure, experience, and need to socialize with you.

Remind, but don't plan it. Resist the urge to plan the meeting agenda. Your employee will lead this meeting if you show them how and trust them to do it. A gentle reminder of what your expectations are is all you need.

Don't cancel. It's their meeting. Unless there is a dire emergency, try not to cancel their meeting. Keep in mind they may have been saving issues until this time or really need your help planning the next steps of a project. If you must cancel, talk immediately about a rescheduled time.



1:1 Agenda

Time	Topic	Purpose
10	Opening: How are you today?	Make a personal connection; gauge overall well-being.
40	Project/Work Update: Each update covers the following three items: <ol style="list-style-type: none">1. Wins! Achievements since last update.2. Challenges! Obstacles present.3. Help! Guidance needed.	Employee provides update on as many or as few projects/work topics as needed. They decide on topics and come prepared with the update. If you need an update on something specific, try to request that in advance so they can prepare.
10	Close: Action item review	Close meeting by reviewing action items that belong to both of you.

