THE ONE-ON-ONE

Field Guide

COMPANION TOOLKIT

Reusable pages for every person you lead

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FROM GOOD TO GRACE LEADERSHIP TOOLS COLLECTION

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Welcome to Your Companion Toolkit

Reusable pages for every person you lead

These pages were created to sit beside The One-on-One Field Guide and go with you into every meaningful conversation. The book teaches the leadership behind the conversation, and this toolkit gives you a place to practice it with each person you lead. Print as many copies as you need, for as many people as you lead, year after year. The pages are free for readers, and they will be updated over time as better tools are developed.

Every page connects to the seven stages of The Intentional Conversation Framework from Part Two: Prepare, Listen First, Affirm Genuinely, Address With Grace, Listen Again, Close With Intention, and Reflect Honestly. You do not need to answer every question on every page. Choose the prompts that serve the person in front of you, and leave the rest blank without guilt. A half-filled page from a sincere conversation is worth more than a complete page from a rushed one.

WHAT IS INSIDE

- **Team Member Profile**… for understanding each person's strengths, motivations, and goals
- **Before, During, and After conversation pages**… plus a Quarterly Conversation review
- **Developmental and accountability flex conversation templates**… for the conversations that cannot wait
- **Annual evaluation preparation and conversation template**… for the full picture of a person's growth
- **Commitment tracker**… with actions, owners, dates, and follow-up, plus a team conversation calendar
- **The complete question bank**… questions to ask the people you lead, organized by stage and situation
- **Leader self-reflection prompts**… for the end of each quarter and the end of each year
- **Documentation and confidentiality guidance**… what to write, what to leave out, and when to bring in others

A YEAR OF INTENTIONAL LEADERSHIP

- **Quarter One… DISCOVER.** Establish connection and understand the individual, including their strengths, motivations, aspirations, and room to grow.
- **Quarter Two… DEVELOP.** Build capability and encourage ownership by revisiting goals, recognizing progress, and strengthening skills.
- **Quarter Three… DEEPEN.** Strengthen trust, accountability, and confidence by addressing emerging challenges and supporting greater independence.
- **Quarter Four… DISTINGUISH.** Name what set this person's year apart, recognize the growth that mattered, and prepare for the annual evaluation.
- **Annual Evaluation… LOOK FORWARD.** Consider the full picture of this person's growth and name your shared priorities for the year ahead.

> *Before you write about the people you lead, please read the Documentation and Confidentiality Guidance at the end of this toolkit. The quarterly themes are suggestions, not rules, and an important concern should never wait for the right quarter.*

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