

→ WEEKLY 1:1 GUIDE

THIRTY MINUTES THAT MATTER

A regular check-in helps you build a strong working relationship and keep work on track. It's dedicated time to talk, listen and help.

→ SETTING IT UP

01 Same time every week

A recurring meeting in both calendars.

02 30 minutes, on video

Enough time to talk properly. Cameras on where possible.

03 Move it, don't cancel

Cancelling signals it isn't a priority.

04 Keep shared notes

Add topics during the week; log agreed actions.

05 It's their meeting

Invite them to set the agenda and bring their topics first.

06 Mind their clock

India is 4.5–5.5 hours ahead. Late morning UK time suits you both.

→ THE 30-MINUTE AGENDA

Check-in · 5 min

How are you? How was your week outside work?

Wins · 5 min

What went well? What are you proud of?

Blockers · 10 min

What's slowing you down? Is anything unclear? What would make your job easier?

Coming up · 5 min

What's the priority next week? Are any deadlines at risk?

Growth · 5 min

Anything you'd like to learn or take on? Any feedback for me?



Give blockers the most time. It's where the useful conversations happen. If they say "nothing", wait a moment, then ask one specific question.

→ QUESTIONS TO START THE CONVERSATION

TO REMOVE BLOCKERS

Is anything getting in your way?

What do you need from me or the team?

TO CHECK UNDERSTANDING

How are you planning to approach this?

What does “done” look like to you?

TO BUILD THE RELATIONSHIP

What’s been the best part of your week?

Is a festival or family event coming up?

TO GET FEEDBACK ON YOU

How could I help you more?

How can I make our check-ins more useful?

→ GIVING GOOD FEEDBACK

Give feedback in the moment, not just in the 1:1. Feedback is most useful when it’s timely, so share it as soon as you can.

- **Be specific.** Say what happened and its impact.
- **Balance it.** Notice what’s going well as often as what needs to change.
- **Focus on actions, not character.** Describe what you saw, and agree a next step together.
- **Make it two-way.** Ask how they see it, and invite feedback on you.

→ ALONGSIDE YOUR 1:1S

How Lumo supports you

YOUR WEEKLY 1:1

The work, the team and how they’re growing

LUMO’S REGULAR 1:1

A second, independent place to raise workload or wellbeing

