

One-on-One Form	
Team Member:	Date:
Department:	Time:
Personal/Notes:	
What Was Done:	
What Will Get Done:	
Future/Growth:	

The Basics of Effective One-on-Ones

One-on-Ones Encourage Effective Working Relationships

Scheduled – Weekly

Meet with all of your team members individually

Not Ad-Hoc (“Talking All the Time” is not as effective)

Rarely missed (>85% Compliant), reschedule rather than cancel

One-on-Ones are done in addition to any daily huddles or weekly team meetings

Agenda – 30 Minutes

5 Mins for Personal Discussion

- Ask Questions (Family, Friends, Weekend Plans, Hobbies, Pets, Etc.)
- Try to get them talking as much as possible

10 Mins for "What Got Done"

- Were any roadblocks/setbacks encountered? How can manager help?
- Compare What Got Done to What Will Get Done from previous one-on-one

10 Mins for "What Will Get Done"

- Accountability is generating mutually agreed upon expectations

5 Mins for Future/Growth discussion

- Coaching and Career Planning (schedule time to have deeper discussion/planning monthly/quarterly)

Location

Your Office or Cube

Not In Public – Think Semi-Private

Huddle or Breakout Rooms Are a Good Option

Remote Considerations

Phone Is Okay, Video Is Preferable

Watch For Interruptions and Distractions

You Start the Call - Be on Time

Handwritten Notes

One-on-Ones Are Business Meetings

Handwritten Notes Are Most Effective

Technology Is Welcome but No Typing

How To Prepare

Consider Their Work and Projects

Review Last Week’s Meeting Notes

Determine What Requires Follow-Up

Decide What (If Any) Feedback to Give

Review Career/Growth Plans