

The Basics of Effective One-on-Ones (1:1s)

What are BASICS?

- Regularly Scheduled
- Rarely Missed
- Primary Focus on The Team Member
- Notes & Follow Up Critical

WHEN Do We Do One-on-Ones?

Good Managers Rarely Miss Them

- For Most, Weekly With Each Team Member
- For Some, Bi-weekly With Each Team Member
- Monthly at a minimum!

WHERE Do We Conduct One-on-Ones?

- The Key is NOT IN PUBLIC - It does NOT have to be "in private"
- If you have an office, in your office with the door closed
- If you have a cubicle, at your desk, with sensitivity - it really does work.

WHAT Do We Do & HOW Do We Do It?

How long?
Suggest 30 minutes but can
be as long as necessary

10 Mins For Staff
10 Mins For You
10 Mins for Solutions, Development

How Do I PREPARE?

Ask Yourself These Simple Questions:

- What do my follow up notes say I need to check on? Am I committed to following up? What notes should I make now? Am I really committed to following up?
- What do I need to be sure to communicate? What performance issue of his/hers am I focusing on? What organizational issues/news/efforts can I share?
- What positive feedback can I give?
- What constructive feedback am I going to give?
- Is there something I can delegate? What project, task or work would be helpful to their development?

What Are Some Effective Questions I Can Ask?

- Tell me about what you've been working on.
- Tell me about your week - what's it been like?
- Tell me about anything you stumbled over.
- Would you update me on Project X?
- Are you on track to meet the deadline?
- What questions do you have about the project?
- What areas of work are you confident about?
- What worries you?
- What suggestions do you have?
- Tell me about what you've learned on this project?
- What questions do you have about this project?
- Where do you think I can be most helpful?
- How are you going to approach this?
- What are your thoughts on my changes?
- What do you think about it?
- So, you're going to do "X" by Tuesday, right?
- How do you think we can do this better?
- What are your future goals in this area?
- What are your plans to get there?
- What can you/we do differently next time?