

1-ON-1 Meeting



1:1 Meeting at Board Room Work Performance

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With a larger team of direct reports, your one-on-ones might be monthly instead of weekly or bi-weekly. If that's the case, make sure you are using other communication tools to stay informed.



Business Team Executives Discussing Ideas During 1:1 Meeting Icon

Here's an agenda to keep the conversation focused:

- What were your work and non-work highlights this past month?
- How are you tracking your goals? How do you feel about the numbers/statistics?
- What, if anything, feels harder than it should be in your day-to-day work?
- How have you felt about my level of presence/support over the past month?
- What is one thing I could experiment with this month to help you be more productive?



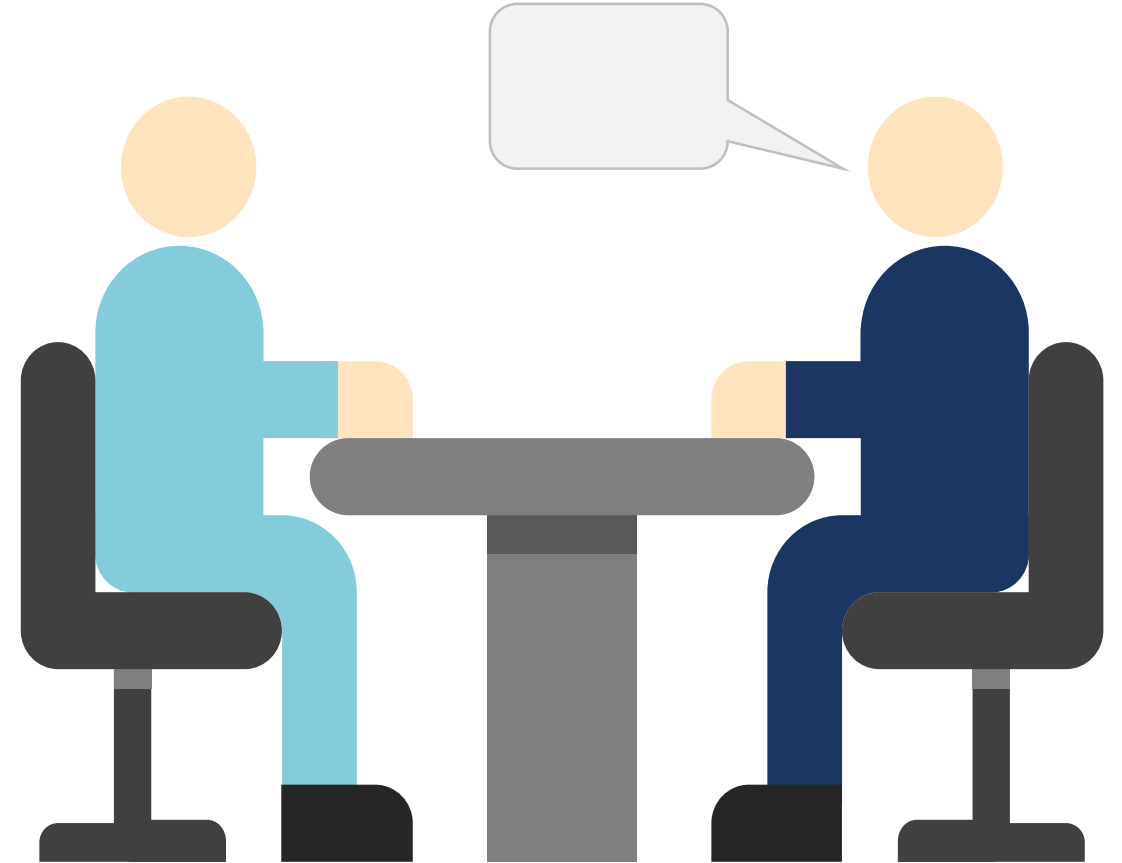
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Businessman Having 1:1 Meeting Regarding Deal

One-on-ones are part of a holistic system that aims to enhance everyone's experience to help achieve team goals. People often perceive an excellent work culture as a 'perk' — something nice to have rather than something inherently necessary.

The truth is that strong team culture is critical. You risk managing a toxic work environment if you don't have it. Toxic environments reduce productivity, increase errors, and lower morale. While team culture may appear to be created through team activities, you may be surprised to learn that team culture starts with the individual.

Building a culture where employees are proud to work begins with one-on-one meetings.



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Conducting Business 1:1 Meeting with Social Distancing

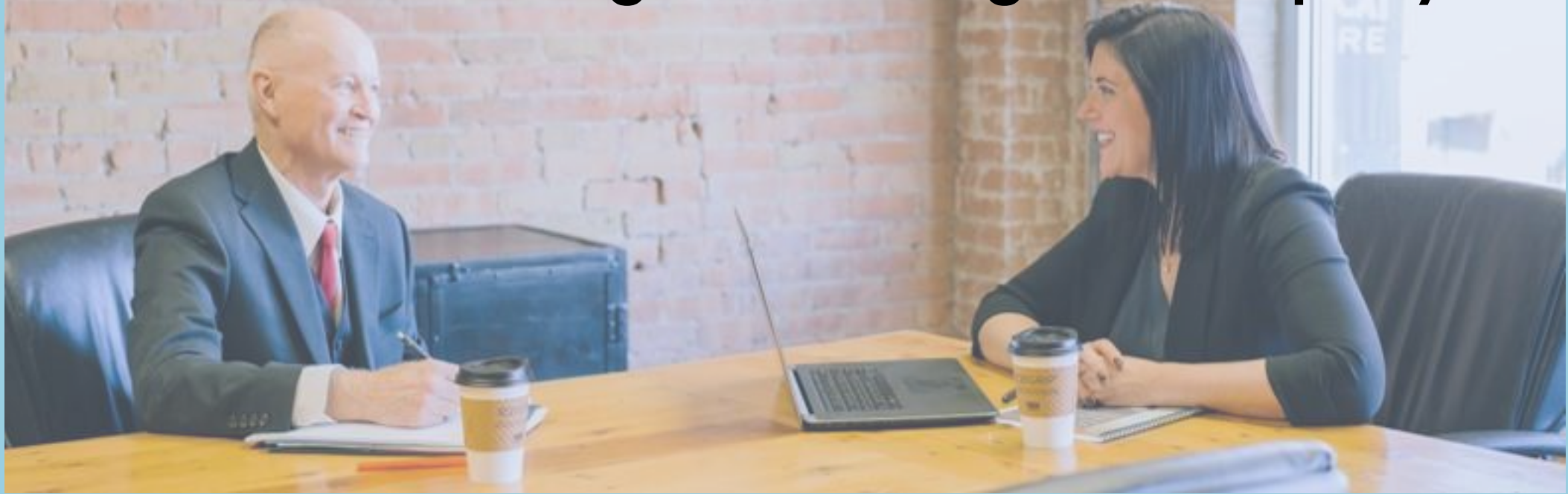
Managers with remote direct reports face different challenges than on-site direct reports. They frequently coordinate different time zones and use additional technology to make their meetings more efficient. This 1-1 meeting template is designed to engage remote workers who do not have the benefit of water-cooler chats or peer lunches:

- How is everything going?
- What are you passionate about outside of work?
- What have you been up to this week?
- What was the work highlight/lowlight from the previous week?



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Senior Executives Having 1:1 Meeting for Company Future



Depending on your goal-setting framework, if you're using Objectives and Key Results (OKRs), your team must enter each quarter with a clear understanding of objectives (and how they ladder up to the team and company-wide goals):

- OKR review for the previous quarter: Where did we succeed? Where did we falter? What did we discover?
- What are your top three goals for the next quarter? What key events must occur to achieve these objectives?
- What resources, tools, and budget do you need?
- What could happen in the coming quarter to prevent you from meeting your targets?

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Team Leader Having 1:1 Meeting with Employee



What do you talk about in your first meeting with a team member to lay the groundwork for a productive working relationship?

- What do you enjoy doing outside of work?
- What mode of communication do you prefer? (telephone, email, or Slack)
- What time of day do you work best?
- What types of projects excite you the most?
- What are your one-year, three-year, and five-year career goals?
- What does success look like in 30 days for you?

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FAQs on 1-ON- Meetings

How do you structure a 1-on-1 meeting?

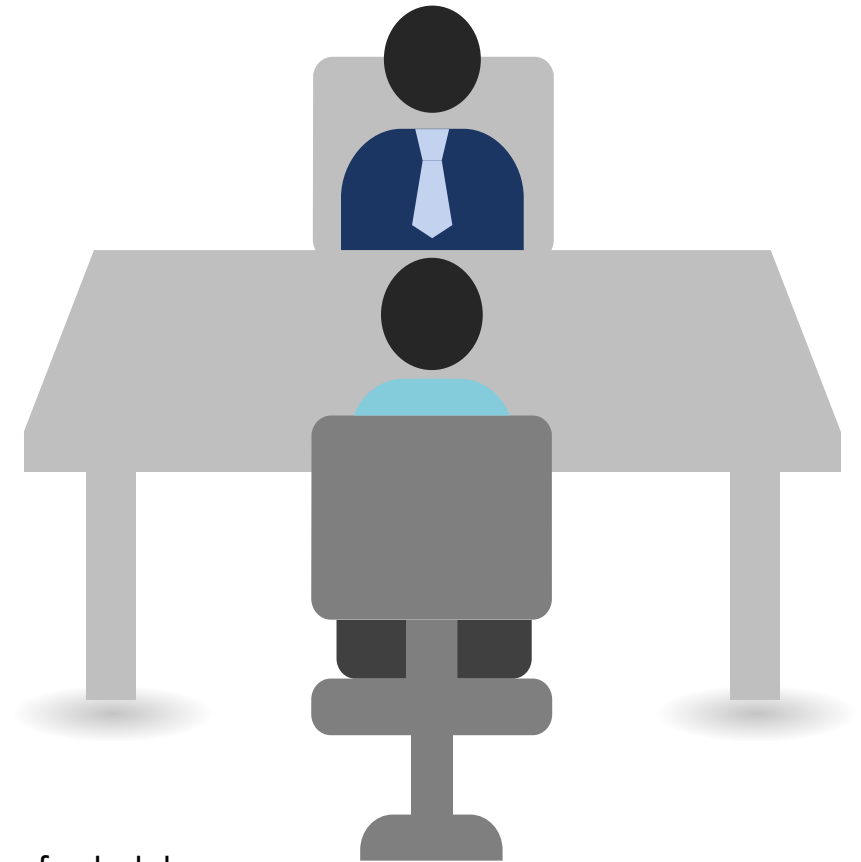
Here are the critical steps to structuring a one-on-one meeting:

- Check-in queries (five minutes)
- Call-back inquiries (five minutes)
- Items on the main agenda (15 minutes)
- Achievements (two to three minutes)
- Expectations/goals (two minutes)

How does a manager prepare for a 1 on 1?

Getting Ready for a Meeting with Your Boss in pointers:

- Prepare an agenda
- Follow-up on previous one-on-one topics
- Be open and honest about your current projects.
- Consider professional development.
- Expect questions; some of them could be tough or make you uncomfortable



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FAQs on 1-ON- Meetings

What do you say in the first meeting with a new team?

Show them the type of team culture you want to create. Explain the value of collaborative intelligence in the workplace and lead by example by paying attention to others, asking questions, and being open to feedback during the meeting. Bring a positive attitude and enthusiasm for the work you're about to do.

What is the purpose of a 1 on 1 meeting?

A 1:1 meeting is a regular check-in between two people in an organization (often a manager and an employee). It is used to provide feedback, keep everyone informed, resolve issues and help participants grow. Each of these outcomes is a major achievement in itself, and reams of stuff can be written on how to do a world-class job on these parameters. Providing feedback is the most underrated of managerial skills, and it can be miraculous if one of your business managers has it. Once this priceless skill is mastered, please make sure that you tap it well.

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