

HOW TO STRUCTURE AN EFFECTIVE 1:1



KEY PRINCIPLES

1. Schedule them Regularly
2. Try Not to Skip or Miss
3. Keep the Focus on the Individual
4. Take Notes & Follow Up

FREQUENCY

1. Opt to Reschedule Before You Miss
2. Strive for Weekly
3. Adjust to Bi-Weekly if Needed

LOCATION

1. Not in Public
2. Strive for Private, Settle for Semi-Private
3. In Person is Best, Settle for Virtual

LENGTH OF TIME

1. 30 Minutes
2. Structure
 - 10 Minutes for the Individual
 - 10 Minutes for the Leader
 - 10 Minutes for Collaboration or Development

PREPARATION

1. **Begin Prepping a Day Prior:** This will ensure you're prepared.
2. **Review:** Examine previous notes & identify any items that require action on your end.
3. **Communication:** Determine how & what you want to communicate.
 - What's the focus and what's most important?
 - What information needs to be passed down stream?
4. **Feedback:** Look for opportunities to provide positive feedback to reinforce good choices or behaviors. Identify any undesired choices, actions, or behaviors and provide feedback in order to help course correct back to what's desired.
5. **Delegate:** Decide in advance what items you'd like them to take on, what information they'll need to succeed, when you'd like it completed by, & how it will affect any other existing projects.
6. **Write Notes:** Based on the categories above, write down your notes as talking points and ensure you're comfortable communicating them in advance.

HELPFUL QUESTIONS

1. How are you today? Pay attention to how this answer changes over time or in specific seasons. If you pay attention well, it can provide you with insight into your direct report.
2. What would you like to cover today?
3. Would you please give me an update on project TBD? Are we still on track to meet TBD deadline?
4. Are there any areas where you need more clarity?
5. Where are we ahead of schedule?
6. What areas do you think need improvement?
7. How would you go about solving this issue?
8. Is there anything you struggled with or couldn't overcome this week? How can I help?

SAMPLE 1:1 FORM

Team Member Name:

Date:

1:1 Streak (Without Skipping or Missing):

Team Member Profile (DISC, Working Genius, Myers Briggs, etc.):

Personal Updates (Family, Friends, Pets, Interests, or Experiences):

Team Member Update:

Leader Update:

Future Items (Projects, Deadlines, Updates, etc):

Feedback Items (Positive or Constructive):

Needs (Is there anything you need or that I can do better to support you?):
