

@CompanyName

The Value of 1:1 Meetings

Getting results and keeping great employees are the top responsibilities of every people manager and holding a regular, meaningful 1:1 session with each of your direct reports is the key difference in building relationships which result in retention and growth. Knowing your team members, their goals, their frustrations, their wins is critical to setting the foundation which keeps people engaged. Here is a roadmap to help you turn your 1:1 meeting into something you and your employee look forward to each week.

What is a 1:1 meeting?

The 1:1 meeting is a dedicated time to meet individually with your direct report. It is not a project update nor a tactical work meeting. Save those for regular staff meetings or project specific sessions. The 1:1 serves as the time for you to know how your direct is doing, what challenges they have and what is going well.

It also gives you the opportunity to provide feedback and coach.

How often do I need to hold these meetings?

The 1:1 meeting should be held either weekly or biweekly for 30 minutes. Set a schedule and stick to it. These meetings are important and both you and your team member need to count on them. Treat them as something you value.

What do I talk about?

First ask your employee to tell you how their week has gone since your last meeting. Give them 10-15 minutes to discuss anything on their mind. Keep in mind that there may be things happening in their personal lives which can impact their work, so give room and support for employees to tell you what is on their minds.

Use open-ended questions Have an agenda to ensure you are gathering useful information:

- What are some wins you've had recently?
- What obstacles are you encountering and how can I help?
- What are your priorities for the coming week?
- Am I giving you enough support?
- How can we make these meetings most meaningful for you?
- What additional skills would you like to develop in the coming year?

In summary

Once you begin the rhythm of meetings, you will fall into a natural cadence of sharing and giving feedback. Be open and encourage your direct to help you be a better manager. Above all, listen. Take the time to hear and understand the individual who looks to you for guidance and your relationship will flourish.