



## One on One Meeting Guidelines

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### Guidelines:

- Be fully engaged. Focus on employee and limit distractions (phone, email, etc.).
- Set high level agenda (manager and employee)
- Know each other's communication style (include on agenda)
- Choose appropriate setting (casual to formal)
- Show that you care
- Let staff have ownership of meeting, including responsibility for scheduling\*
- Balance work with personal sharing ... the primary focus should not be on to-dos
- Manager & employee should take notes
- End on a positive note
- Meetings required at a minimum of once a month and allow proper amount of time when scheduling meetings

\*Determine process for staff to communicate if 1:1s are not occurring

### Sample Agenda Items:

#### Informal/Casual Opening

- Both Employee & Manager: "How are you?" / "Catching Up"
  - What's new since we last chatted? 3 things?
  - What's a non-work activity/event that you're looking forward to?

#### Monthly Topic:

- Employee:
  - What I would like to discuss today is ...
  - Where I need support/guidance from you is ...
  - Stress level (consider scale/What I'm currently worries about is ...)
- Manager:
  - What I would like to discuss today is ...
    - coaching opportunity vs. performance review
    - input for consideration in upcoming management decisions (ex: How do you think we can do this better?)
  - Stress level (consider scale/What I'm currently worries about is ...)

#### Knowledge Exchange:

- Share critical knowledge/information
- Both Employee & Manager: "Heads Up" topics (no surprises, cascading communication)
- Share applicable resources
- If knowledge gaps are identified, schedule separate time to address



#### Staff Discussions (if management)

- Employee:
  - Team/personnel updates
  - Situational advice

#### Project Status:

- Employee:
  - The project/task that is taking up the majority of my time is ...
  - The project/task I'm energized by is ...
  - The project/task I'm avoiding/stressed/frustrated by is ...
  - Provide follow-up on short term goals
  - Provide follow-up on long term goals

#### Commitment Clarification

- Each recap agreed upon action items at the end of the meeting and follow up as necessary