

THE ULTIMATE GUIDE FOR EPIC ONE-ON-ONE MEETINGS

Crack the Code for Engagement



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Only 38% have weekly one-on-one meetings.

Employees that have regular one-on-ones:

- Are 3x more engaged on the job.
 - (Source: Gallup)

They are the best investment you can make in your employees.

I offer 5 tips each for managers and employees.

Steal my guide for INCREDIBLE one-on-ones.





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1. For Managers - Preparing for the Meeting

- Remember: This is NOT your meeting.
 - This is THEIR meeting.
 - You are there to listen and support.
- Set a recurring day/time slot.
 - I prefer 30 minutes, weekly.
 - Reschedule, but never cancel.
 - Show them they are a top priority.
- Your agenda should include:
 - Acknowledging achievements.
 - Identifying coaching opportunities.
 - Discussing skill growth.



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2. For Managers - Create a Safe Space

- Find a quiet and private space.
 - Somewhere with a closed door if in the office.
 - Occasionally, do them out of the office.
- Refrain from jumping right into the agenda:
 - Start by taking a genuine interest in them/their life.
 - “What did you do last weekend?”
- Then STOP talking - you are there to listen.
 - Let them go over their agenda first.



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3. For Managers - Active Listening & Feedback

- Give your full attention.
 - Do not look at your phone/computer.
- Keep asking questions to help:
 - “How can I support you in that?”
 - “What do you need from me?”
- Offer specific and actionable feedback.
 - Give examples - always.
- Give constructive criticism between positive feedback.
 - “I really like how you did...”
 - “I notice an opportunity with...”
 - “I also was impressed in how...”



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4. For Managers - Goal Setting & Support

- Involve your employee in setting goals.
 - Encourage them to share their own aspirations and ambitions.
- Ask about any obstacles they are facing.
 - If they're vague, keep asking for specifics to assist effectively.
- Ask them how you can be a better manager for them/what you can work on.
- Share ideas to help them 'level up' their skills and professional development.



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5. For Managers - Follow-up & Accountability

- Take notes - really good notes.
 - Key discussion points, goals, and action items.
- Provide ongoing support, monitor progress, and offer guidance as needed.
 - If you said you were going to do something - do it.
- Reinforce accountability and celebrate achievements.



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1. For Employees - Preparing for the Meeting

- This is YOUR meeting.
- Come prepared with your own agenda.
- This is your time to:
 - Show exactly how awesome you are.
 - Ask for what you need help with.
 - Get skill/professional development.



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2. For Employees - Active Participation

- Start with “wins” :
 - This is not the time to be shy about your achievements.
 - Be very vocal about the great things you have done.
 - Have proof/data to back it up.
- Then cover items you need help with - be very specific:
 - “I am having trouble with _____ and need _____.”



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3. For Employees - Goal Alignment

- Share your long-term goals.
 - Discuss how your current work aligns with those aspirations.
- Ask about professional growth options.
 - Skills you want to develop/learn.
 - How to get your next raise/promotion.
- If any goals or expectations are unclear, don't hesitate to ask for further guidance and examples.



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4. For Employees - Open Communication

- Be honest about any obstacles hindering your progress.
 - “_____ is preventing me from _____ so I please need your help with _____”.
- This is the time to ask for everything you need to be successful.
- If you feel you are not being heard, ask in a different way.
 - If you still do not feel heard, be open and honest with your manager.



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5. For Employees - Take Ownership & Follow-up

- Take notes - really good notes.
 - Key discussion points, goals, and action items.
- Implement the feedback received.
- Work towards achieving the set goals.
- Regularly update your manager on progress.



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Congrats!

You have mastered weekly one-on-ones!

BONUS GOODIES:

Book I love for this topic:

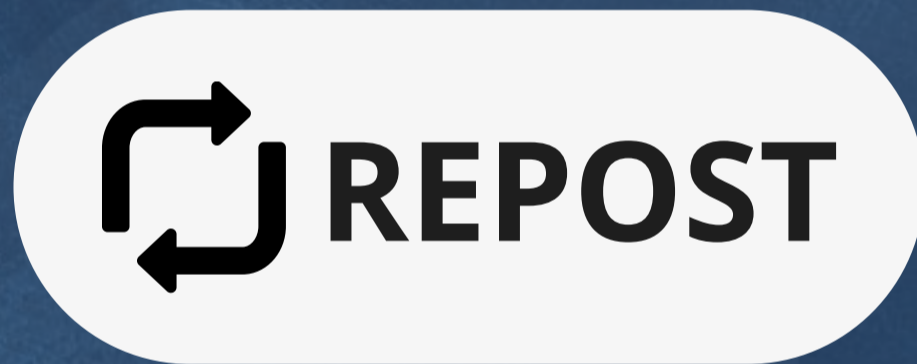
- "Radical Candor" by Kim Scott

TED Talk I love for this topic:

- "Get comfortable with being uncomfortable" by Luvvie Ajayi Jones

Like this? **RESHARE.**

It's the kindest thing
you could do for me!



For more daily tips