ONE ON ONE (1:1) MEETINGS

The results are clear

Organizations successful at holding regularly scheduled 1:1 meetings with employees show a significant improvement in engagement, productivity, job satisfaction and retention.

The template below will get you started down that path, where solid employee communications and relationships trump even the best "Tuesday email memo" or "Another company townhall."



Priorities

Discuss where the team member has been directing time and efforts since the last 1:1.



Challenges

Pinpoint the obstacles interfering with achieving target results and progress.



Discuss the progress on objectives and key results, including significant wins and successes.



Actions

Agree on decisions and resources from both leader and team member prior to next 1:1.





"Time spent individually with team members is hugely valuable and goes a long way to creating the sort of deep, personalized, and trusting relationships that create engagement, performance, and retention. You'll find you get fewer questions during the week as people know they can wait for the next 1:1."

- D Kevin Berchelmann



Team Member: _____ Leader: ____

Date: _____

- Areas of current and recent focus
- Efforts consuming significant bandwidth
- Potential priority conflicts

- Current updates on progress
- Necessary changes and adjustments
- Obstacles and demotivators
- Identifying new targets



- Balancing priorities
- Obstacles to success
- Workarounds and solutions

- Decisions necessary
- Helpful resources
- Skill development
- Coaching, mentoring, training

