

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."



"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