

Maximize your one-on-one meetings with this easy-to-follow structure. Each section is designed to help you engage with your team, drive accountability, and foster development. We have included samples questions for your assistance.

1. KEY DISCUSSION POINTS: Prepare these key discussion points ahead of the meeting to guide a focused and productive conversation. Topics could include updates, priorities, concerns, and feedback.

- **Updates:** Share progress on projects, personal achievements, or company news.
"What progress have we made since our last meeting?"
"Are there any developments or changes they should be aware of?"
"What recent updates should I share and why?"
 - **Priorities:** Clarify current top priorities for both the individual and the team.
"What are the organization's current top priorities? Are we all aligned?"
"Is there anything competing for your attention right now?"
"What requires immediate attention?"
 - **Concerns:** Allow space for team member to express any challenges or roadblocks they are facing.
"Are there any roadblocks or challenges they/organization is facing?"
"Is there something I can help you with to remove obstacles?"
"Are there any obstacles they can help remove?"
 - **Feedback:** Offer and request feedback on any relevant matters for constructive conversation.
"Is there any feedback you'd like to share with them?"
"How can we improve communication or support?"
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2. START WITH: Begin the meeting by establishing rapport and setting a positive tone.

- **Personal Check-In:** Begin with a brief, casual conversation to connect on a personal level. This helps build rapport and shows you care about the individual beyond their work.
"How are you doing personally?"
"How has your work-life balance been lately?"
 - **Recent Successes:** Reflect on recent accomplishments. Acknowledging wins sets a positive tone and boosts morale.
"What are some wins or achievements you've had recently?"
"What's something you're proud of that we haven't talked about yet?"
 - **Review Previous Action Items:** Take a few minutes to review the action items from your last meeting. What has been accomplished? What's still in progress?
"Were you able to complete the action items from our last meeting?"
"Is there anything from last time that still needs attention?"
"What is getting in the way?"
"What have you learned?"
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3. ACTION ITEMS: This section keeps your meeting focused on outcomes and progress, providing clarity and accountability.

- **Next steps:** Clearly outline the tasks or projects that need attention.
 - **Owner:** Assign responsibilities clearly. Make sure everyone knows who is in charge of each task.
 - **Due Date:** Set deadlines for action items to create urgency and accountability.
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4. END WITH: Close the meeting by ensuring everyone is on the same page and provide support.

- **Review Action Items:** Recap tasks and commitments.
"Let's recap the action items. What are the key takeaways from today's meeting?"
"Are the deadlines and responsibilities clear to everyone?"
 - **Ask if Support is Needed:** Always offer help where it's needed. Sometimes additional resources or guidance can be the difference between success and struggle.
"Is there any support or resources you need to move forward?"
"How can I help you overcome any challenges?"
 - **Feedback Given:** Provide feedback on the discussion or performance and make it actionable where possible.
"I'd like to share some feedback based on today's discussion..."
"Here's something I think you did particularly well..."
 - **Feedback Requested:** Encourage the other person to provide feedback on the meeting, your leadership, communication, or any obstacles they may face.
"What feedback do you have for me?"
"What value do you find in our meeting?"
"Is there anything I can do differently to support you better?"
"How can we improve our one-on-one meeting to make it more valuable for you?"
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5. SELF REFLECTION: This is an essential part of your continuous improvement. Use it after the meeting or even during follow-ups to review how things are going.

- **What went well?**
Reflect on the positive aspects of the meeting and recent work.
 - **What went well? What can I improve or do differently next time?**
Identify areas for improvement and opportunities for growth. This ensures that each meeting and project builds upon the last for continuous progress.
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Conclusion: By using this guide, you can drive meaningful conversations, achieve better results, and foster a culture of accountability and development.