

The Basics Of Effective One-On-Ones (03^s)

One-On-Ones Encourage Effective Relationships

Scheduled – Weekly

Weekly, Rarely Missed

Meet With All Of Your Team Members Individually

Not Ad-Hoc (“Talking All The Time” Is Not As Effective)

Rarely Missed – 85% Compliant

Agenda – 30 Minutes

10 Mins For Them – Whatever They Want (They Will All Be Subtly Different)

10 Mins For You – Whatever You Want (Work)

10 Mins For The Future – Coaching And Career Planning – Maybe Not Enough Time In O3

90% Will Likely Be 15/15

Location – Your Office Or Cube

Not In Public – Private Isn’t Necessary (Think Semi-Private)

Huddle Or Breakout Rooms Are An Option

Don’t Schedule A Conference Room (Consider Resources And Scheduling)

Remote Considerations

Phone Is OK, Video Is Preferable

Watch For Interruptions And Distractions

You Start The Call - Be On Time

Handwritten Notes

One On Ones Are Business Meetings

Handwritten Notes Are Most Effective

Technology Is Welcome But No Typing

How To Prepare

Consider Their Work And Projects

Review Last Week’s Meeting Notes

Determine What Requires Follow Up

Decide What (If Any) Feedback To Give