

# Tips for Effective 1:1 Meetings



Having 1:1s with your team members is an important aspect of your role. Here are a few tips to help you make the most of these sessions.

## PREPARING FOR THE MEETING



### SCHEDULE MEETINGS IN ADVANCE

Book meetings at least 3-6 months in advance



*Shows consistency and commitment to your team*



### CREATE A FIXED AGENDA

Agree with team members topics for 1:1s and add these to the calendar invitation.

Make sure that is always an agenda item for Any Other Business (AOB)



*Leave some time under AOB to discuss any additional topics*



### TAKE NOTES

Have somewhere to maintain your notes



*This will come in handy when you have review meetings*

## MEETING DO'S & DON'TS



### DO CREATE A COMFORTABLE SPACE

Create a comfortable and convivial space. Grab a coffee/tea and start with small talk.



*Small talk is important as it is a good way to connect with team members, and it is a good way to help your team get to know you.*



### DON'T CANCEL THE MEETING

Don't cancel the meeting at the last minute if you can help it.

Don't make a habit of postponing the meeting.



*This gives the impression that you do not think the meeting is important and can translate to "my manager does not think I am important"*



### DO ADDRESS THEIR IMPORTANT TOPICS

Ask if there are any specific topics they would like to talk about first.

Give them your undivided attention.

Ask what they need from you.



*If you can, try to avoid using these sessions as an arena to discuss complaints or issues about the individual. Tackle these in separate sessions if you can. Preserve the 1:1 meetings as an arena for their development.*



### DON'T GOSSIP

Don't gossip about other team members



*This never ends well, your team member is probably wondering what you say about them to the rest of the team*



### DO ADDRESS YOUR IMPORTANT TOPICS

Go through any additional items you have.

Get feedback on what you have discussed



### DON'T LOSE FOCUS

Don't fiddle with your phone, look at your phone or answer phone calls unless it is urgent.

Don't start reading emails or IM messages during the meeting.



*This gives the impression that you do not think the meeting is important and can translate to "my manager does not think I am important"*



### DO KEEP A LOG

Keep a log of important topics discussed

Take note of any actions agreed upon.

Share the actions after the meeting.



### DO GET FEEDBACK

Ask for input on how you are doing.



*It is good practice to get feedback from your team on how you are doing. It could be as simple as, "do you have input for me?", don't make it awkward.*



### DON'T ASSUME EVERYTHING IS OK

Don't wait for complaints, ask for input on what could be better, e.g. department moral etc