



Effective 1:1 Tips

Establish Mutual Understanding

- ✓ **Discuss your expectations** with the employee during your first 1:1 or in advance of the meeting.
 - Do you expect the employee to bring an agenda, or will the meeting be more informal?
 - What level of detail will be covered regarding projects and work initiatives?
 - Should update materials be e-mailed in advance for your review?
 - How often will goals be reviewed?
- ✓ **Ask the employee** how the 1:1 meeting would be most helpful to them.
- ✓ **Schedule 1:1 meetings out for at least 6 months.** Scheduling these meetings in advance allows both the manager and employee to prepare. If you are unable to meet due to a scheduling conflict, make sure to reschedule the meeting within the same week.

Structure

- ✓ **Tailor the meeting to the needs and style of each employee and their work.** While consistent messages are important, it is not necessary to follow the same structure for every employee.
- ✓ **Get out of the office.** Sometimes a change in scenery is helpful, and promotes more creativity when discussing projects or goals. Additionally, this creates a more relaxed environment, providing an opportunity to have conversations that go beyond the scope of work. Considering confidentiality parameters, the meeting may be a walking meeting around campus, or over a cup of coffee in a coffee shop.

Your Role

- ✓ **Give 100% of your attention.** Close your door, let phone calls go to voicemail, and silence your cellphone. This is an opportunity for you to listen and focus on the individual's work, and provide support.
- ✓ **Active Listening.** Note what is being said, where there is hesitation or uncertainty, and what is not being said. [Active Listening Tips](#)
- ✓ **Ask open questions.** Provide the employee an opportunity to share their updates, as well as any areas of concern or potential challenge.
- ✓ **Provide Support.** This can be as simple as asking what you, as a manager, could do to help them be successful in their role. Or more complex, such as, obtaining resources needed or developing strategy.

HR Bookshelf

[Coaching](#), [communication](#), [employee engagement](#), [interpersonal skills](#), [performance](#), [setting goals](#), [setting priorities](#), [teamwork](#)