

The 1:1 Meeting

A steady half hour that is mostly about them.

GUIDING PRINCIPLES

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| <p>1</p> <p>Prioritize listening.</p> <p>Open with what is on their mind.
Let the quiet sit.</p> | <p>2</p> <p>Ask questions.</p> <p>The goal is not confirmation. It is finding what would help them feel equipped and empowered in their role.</p> | <p>3</p> <p>Encourage input.</p> <p>What mattered most last month may not be what matters most now.</p> |
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LISTEN · 20 MIN QUESTIONS TO ASK

- ① “What’s top of mind for you?”
- ② “What are you focused on at the moment?”
- ③ “What potential issues are you anticipating and/or what issues may I have missed?”

End with: *“What do you need from me?”*

SHARE · 10 MIN SHARE FEEDBACK AND UPDATES

- ① Share one specific thing going well from their contributions.
- ② Provide one piece of constructive feedback and helpful guidance such as an example or reference.
- ③ Share anything they should hear from you first.

BEST PRACTICES

1. Schedule the 1:1 meeting as recurring and do not cancel. Reschedule, if needed.
2. Capture takeaways in a shared point (doc, email, etc). This will be helpful as a reference point for all parties.
3. Offer feedback regularly on their stated professional goals which should be captured and established early.