

Effective one-on-one's

CHEAT SHEET

What the 1:1 does...

Make time for informal dialogue

1:1's are intended to provide an opportunity for less formal communication with your team member

Build professional development

It is intended that team members see the one-on-one as "their time" to discuss goals, concerns, challenges or ideas. It's a good opportunity for career & coaching conversations

Foster connection and trust

The focus is primarily on building connection and trust, and to make room for deeper conversations.

Structure and logistics

- ✓ 25-55 minutes | weekly/fortnightly
- ✓ Spread them out across your week
- ✓ Select the setting (virtual/F2F) together
- ✓ Flexible agenda, set by your team member and guided by you
- ✓ Make this meeting feel distinct from other types of interactions (a deliberate informal touch?)

Example structure:

- Small talk (informal catchup)
- What's on your list?
- Some updates from me...
- Next steps

Questions to set the tone or build the relationship

- ❓ What are you working on that you hate doing - how can I help you do less of it?
- ❓ Is there something you really want to do, but aren't getting time to do...how can I help you?
- ❓ Here's a mistake/misstep I made, can you share any advice for me? (could be a challenge, or difficulty)



It's going well when...

- ✓ Team member is coming prepared
- ✓ Sometimes what we speak about involves emotion because we're talking about important items and **building our relationship**
- ✓ We're discussing more than task stuff



It's not going so well when...

- ✓ It's **feeling superficial**: If meetings consistently are just "good news" or feel repetitive, the discussions may be staying too surface-level.
- ✓ Team members are **sharing a to-do list** or list of project updates
- ✓ They offer to 'give you calendar time back' because there is nothing to discuss



Improving your 1:1

- ✓ Enter into a bit of small talk - build relationship
- ✓ Start with 'what's on your list to discuss today' before getting to your updates - let them steer!
- ✓ Include a few informal shares/news from you
- ✓ Keep it a little less formal
- ✓ Stay the course - deal with task issues swiftly outside a 1:1



Don't use 1:1's for regular critical feedback - they shouldn't be feared.



Connect with us

Reach out to see how workplace psychology can help you, your team, and organisation

✉ hello@mapien.com.au

🌐 mapien.com.au