

1-to-1 cheatsheet for Managers



Do

Meet Regularly

Keep your 1 to 1 regular. Ideally once a week.

Be Prepared

Prepare a list of points to discuss at the meeting. Share these points and choose the most important topics for both of you.

Get to Know Them

By getting personal, you encourage direct reports to open up and share any problems they aren't sure how to tackle.

Focus on Them

Make it their meeting, by focusing on what they want to talk about, and then topics you have that help them.

Listen Actively

Use good active listening skills to ask follow-up questions to fully understand them.

Take Notes

What they say is essential and you need to remember it, so you're both accountable to the discussion.

Mix up What You Discuss

Open up the discussion and expand what you talk about by asking good questions.

Don't

Don't Postpone

Reschedule for later if you don't have time or can't give your full attention unless there's a valid reason.

Don't Be Rigid

Be flexible, it is always good to leave a margin of 10 minutes so as not to cut it and to be flexible with the other person.

Don't Forget Points

Failing to remember what you discussed can make your employees feel unappreciated and waste a lot of time.

Don't Be Late

Being late for the 1-1 is disrespectful. This is their time, so make sure that you are on time for them.

Don't Be Robotic

Be personal, build rapport and ask them about their personal life, what their interests are; family, hobbies, etc.

Don't Take Over

Let the direct report talk and share. It is important to listen to their feedback.

Don't Stop Having Them

When things are good is when you can make key long-term investments like career growth, and team.