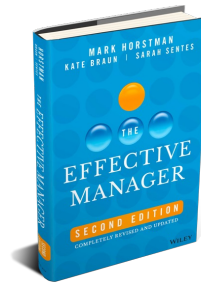


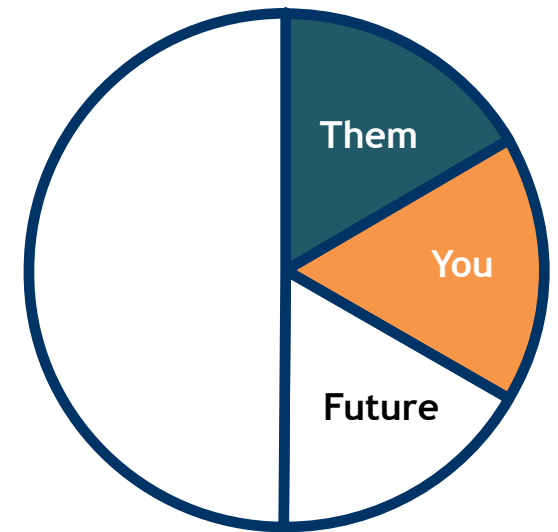
The Effective Manager

One On Ones



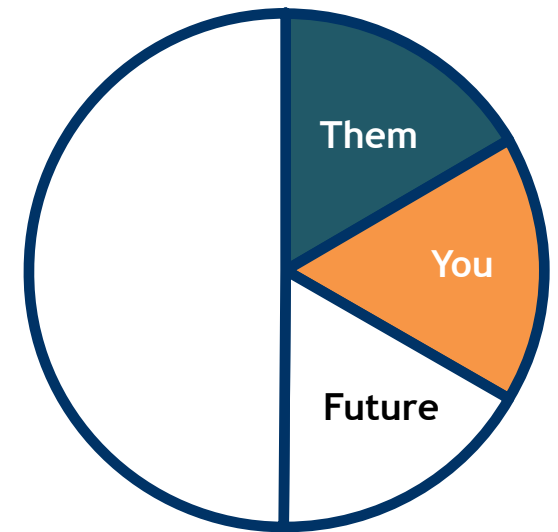
One On Ones Encourage Relationships

- **Scheduled**
- **Weekly**
- **30 Minutes**
- **Where The Direct's Issues Are Primary**
- **The Manager Takes Notes**



One On Ones - When?

- ***Scheduled***
 - NOT Ad-Hoc
 - “Talking All The Time” Does Not Work
- ***Weekly***
- **Rarely Missed**
 - “Never” Canceled
 - Rescheduled When The Conflict Arises



One On Ones - How Long? About What?

- **Their 10 Minutes**

- *Whatever THEY Want - NOT What You Want*
- *They'll All Be Different*

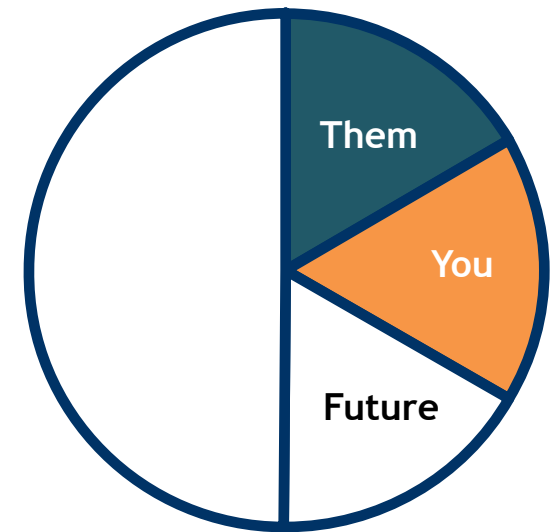
- **Your 10 Minutes**

- Whatever YOU Want (Work)

- **Future 10 Minutes**

- Coaching, And Career Planning

- **90+% = 15-15**



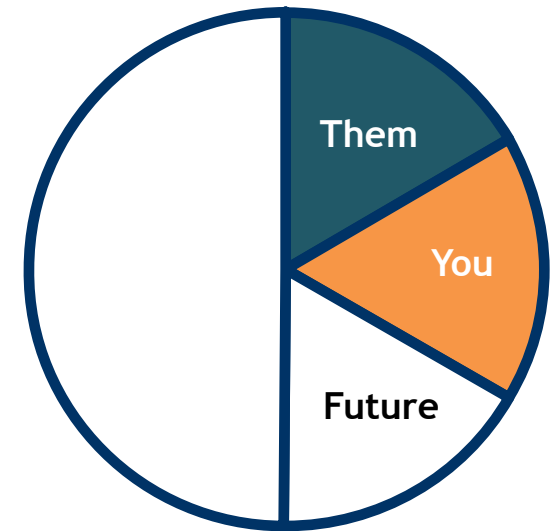
One On Ones - Location

▪ In Person Is BETTER

- Not In Public, But Private Isn't Necessary
- If You Have An Office, THERE
- If You Have A Cubicle, That's FINE*

▪ Remotely

- Set The Example But Don't Fuss
- Video Recommended, Phone Okay
- You Initiate The Call



One On Ones - Note Taking

- One On Ones Are Business Meetings
- Handwritten, Please
- Tech Is Welcome For Other Things
- You Can Use One Of Our [MTO3® Forms](#)

