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| The Basics Of Effective One On Ones (03s) |
| **One On Ones Encourage Effective Relationships** |
|
| Scheduled – Weekly |
| Weekly, Rarely MissedMeet With All Of Your Team Members IndividuallyNot Ad-Hoc (“Talking All The Time” Is Not As Effective)Rarely Missed – 85% Compliant |
| **Agenda – 30 Minutes** |
| 10 Mins For Them – Whatever They Want (They Will All Be Subtly Different)10 Mins For You – Whatever You Want (Work)10 Mins For The Future – Coaching And Career Planning – Maybe Not Enough Time In O390% Will Likely Be 15/15 |
| Location – Your Office Or Cube |
| Not In Public – Private Isn’t Necessary (Think Semi-Private)Huddle Or Breakout Rooms Are An OptionDon’t Schedule A Conference Room (Consider Resources And Scheduling) |
| Remote Considerations |
| Phone Is OK, Video Is PreferableWatch For Interruptions And DistractionsYou Start The Call - Be On Time |
| Handwritten Notes |
| One On Ones Are Business MeetingsHandwritten Notes Are Most EffectiveTechnology Is Welcome But No Typing |
| **How To Prepare** |
| Consider Their Work And ProjectsReview Last Week’s Meeting NotesDetermine What Requires Follow UpDecide What (If Any) Feedback To Give |



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| **Manager Tools One on One Tracking Form** |
| **Team Member:** | **Date:**  |
| Department: | Time: |
| Personal/Notes: (Spouse, Children, Pets, Hobbies, Friends, History, etc.) |
| **Team Member Update:** (Notes you take from their “10 minutes”) |
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| **Manager Update:** (Notes you make pare for Your “10 minutes”) |
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| **Future/Follow Up:** (Where are they headed? And Items that you will review at the next O3) |
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|  **Questions to Ask:** |  |
|  Tell me about what you’ve been working on. |  Is there anything I need to do, and if so by when? |
|  Tell me about your week – what’s it been like? |  How are you going to approach this? |
|  Tell me about your family/weekend/ activities? |  What do you think you should do? |
|  Where are you on ( ) project? |  So, you’re going to do “X” by Tuesday, right? |
|  Are you on track to meet the deadline? |  Where are you on budget? |
|  What questions do you have about the project? |  What can you/we do differently next time? |
|  What did ( ) say about this? |  Any ideas/suggestions/improvements? |