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| The Basics Of Effective One On Ones (03s) |
| **One On Ones Encourage Effective Relationships** |
|
| Scheduled – Weekly |
| Weekly, Rarely Missed  Meet With All Of Your Team Members Individually  Not 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 O3  90% 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 Option  Don’t Schedule A Conference Room (Consider Resources And Scheduling) |
| Remote Considerations |
| Phone Is OK, Video Is Preferable  Watch For Interruptions And Distractions  You Start The Call - Be On Time |
| Handwritten Notes |
| One On Ones Are Business Meetings  Handwritten Notes Are Most Effective  Technology Is Welcome But No Typing |
| **How To Prepare** |
| Consider Their Work And Projects  Review Last Week’s Meeting Notes  Determine What Requires Follow Up  Decide What (If Any) Feedback To Give |

[](https://www.manager-tools.com/training/effective-manager-conference)

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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? | | |