

ONE-ON-ONE MEETING PLANNER

INTENTION

What do you want them to think, feel or do as a result of this one-on-one meeting?

CONNECTION

How can you start with a personal connection?

FOCUS

What is the most important focus area(s) of this one-on-one meeting from your perspective? *Note: Your employee may come in with another agenda—so it's important to stay open as well.*

CLARITY: Reinforce strategic and practical priorities

Note: Having your team member complete the MIT check-in questions works well for this kind of one-on-one:

What's the most important thing you accomplished last week in terms of results and relationships?

What's the most important thing you are focused on this week, in terms of results and relationships?

What support do you need from me?

CARING: Connect at a human level

Note: This one's hard to script, but the key here is to ask open-ended questions and then really listen

What's most challenging for you right now?

How are you feeling?

What are you most excited about?

How's _____ (check in on a person, pet, or personal project they care about)

COMMUNICATION: Reinforce key messages and check for understanding

Note: One-on-one meetings can be an important part of your 5x5 communication strategy

What was your biggest take away from our staff meeting the other day?

What do you see as the biggest strategic priority for our team this month?

I'm curious how have you communicated _____ (insert key message here) to your team?
How did they feel about it? What questions did they have?

CAPACITY: Identify support needed

Note: This is an opportunity to ensure they have the tools, training and support needed to be successful

What roadblocks can I help you remove?

What additional training do you need?

Where are you stuck?

How can I best help you?

CURIOSITY: Solicit input and ideas

Note: One-on-one meetings are a great time to ask people for their I.D.E.A.s, tap into best practices, ask courageous questions, and explore micro-innovations

What's one thing we could do differently to improve our productivity?

With regard to _____

U- What are we Underestimating?

G- What's got to Go?

L- Where are we Losing?

Y- Where are we missing the Yes?

At our next one-on-one meeting, I'd like to get your best I.D.E.A. about how we can _____.
(I.D.E.A.: Interesting, Doable, Engaging, Actions)

CHOOSE YOUR OWN: (Is there another focus for this one-on-one meeting: _____?)