# 1:1 Employee Conversation Guide

## OBJECTIVE

1-on-1 meetings are a quiet, focused collaboration time to connect with your employees. It's also a valuable opportunity for you to hear from your employee. We recommend being respectful, and understanding, that it's their time, not yours.

This guide is flexible and can be adjusted based on the unique dynamics between the manager and employee, the frequency of these meetings, and the specific topics that need to be covered.

**Goal:**

- To provide a space for open, honest, and candid communication.
- To review progress on current projects and tasks.
- To discuss any challenges or obstacles and find solutions.
- To identify opportunities for professional growth and development.
- To give and receive feedback.

**Setting up the environment**

- In-person: find a private space.
- Virtual: Ensure a quiet setting, minimizing interruptions.

## RECOMMENDED AGENDA

**Opening and Check-in (5-10 minutes) – take the time to connect with your employee.**

- What's on your mind this week?
- How satisfied were you with last week?

**Review of Action Items from Last Meeting (5-10 minutes)**

- Discuss progress on action items from the previous meeting.
- Address any challenges faced in completing these items.

**Discussion on Current Projects and Tasks (10-15 minutes)**

- Update on current work and any immediate priorities.
- Discuss any support needed from the manager or team.

**Challenges and Solutions (10-15 minutes)**

- Open discussion on any challenges faced.
- Brainstorm solutions or strategies to overcome these challenges. "What help or resources do you need?"

**Feedback Exchange (10-15 minutes)**

- Manager provides feedback on performance, highlighting strengths and areas for improvement. Managers should make it a habit to ask for feedback, "What feedback do you have from me?"
- Employee shares feedback on their needs, support from management, and suggestions for workplace improvements.

**Action Items and Next Steps (5-10 minutes)**

- Summarize the discussion and any decisions made.
- Agree on action items for both the manager and employee.
- Schedule the next 1:1 meeting.