

A Manager's Guide to Conducting Effective 1 on 1 Meetings

GoSkills online course syllabus

Skill level

Beginner

Lessons

19

Pre-requisites

No prior experience needed

Video duration

1h 6m

Estimated study time

1h 6m

Instructor

Ramona Shaw

Introduction

1 Effective meetings change the world

As a leader, hosting effective meetings with your team members regularly not only empowers them to perform better but also helps them become more impactful in general.

Foundations of 1 on 1 Meetings

2 Benefits of 1 on1 meetings

Having regular 1 on 1 meetings can help you and your team members work more successfully with each other.

3 Build people-focused connections

If you're focused too heavily on the tactical updates from your team member, you will miss opportunities for personal connections with your team.

4 Create an employee-driven space

1 on 1 meetings are a time for your employees to drive their priorities and any needs forward with you, the manager.

5 Encourage high accountability

When you successfully build in commitment and accountability to your conversations, you ensure that the time you spend 1 on 1 is not perceived as a waste of time.

6 Make meetings a priority

Things like inconsistency, incongruency, and lack of preparation can have a negative impact on regularly 1 on 1 meetings.

7 Conduct effective remote 1 on 1s

If you have remote or hybrid employees, your 1 on 1 meetings also serve as a way to compensate for quality time, inclusion, and the important relationship building aspects.

Preparing for 1 on 1 Meetings

8 **Invite your team members**
Initiating a 1 on 1 meeting sets the foundation for the meeting's goals and purpose.

9 **Set a clear agenda**
Having a well-defined agenda will allow both sides to communicate with confidence and clarity.

10 **Leverage preparation prompts**
Prompts can be a powerful to to ensure both you and your team members show up prepared to 1-on-1 meetings.

Guiding 1 on 1 Meetings

11 **Follow your agenda**
Understanding the importance of setting, preparing, and adhering to an agenda is key to making your 1 on 1 meetings effective.

12 **Start the conversation**
You may find establishing a social connection in your 1 on 1 meetings difficult.

13 **Practice active listening**
When a manager tries to drive the conversation too much, the employee doesn't feel heard and can lose interest in the meeting.

14 **Apply coaching principles**
Utilizing coaching principles can be a powerful approach to support your direct reports.

15 **Adapt to employee needs**
In your 1 on 1 meetings, you'll encounter situations and questions where coaching isn't the best approach.

16 **Give constructive feedback**
Feedback is the primary tool for improvement, and your 1 on 1 meetings provide the perfect opportunity to discuss constructive feedback and praise with your employees.

17 **Solicit feedback from employees**
While it's crucial for you to share feedback, it's equally important to solicit feedback from your team.

18 **Include career conversations**
Understanding the significance of incorporating a quarterly career conversation into your 1 on 1 meeting structure is crucial.

Conclusion

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Make the most of 1 on 1s

Thanks for completing this course!

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