

THE LEADER'S GUIDE TO ONE-ON-ONES

TURN SHORT MEETINGS INTO LASTING PERFORMANCE



THE PURPOSE OF ONE-ON-ONES

**MAINTAIN
HEALTHY
RELATIONS**

**REVIEW
PROGRESS OF
OUTCOMES**

**REMOVE
OBSTACLES**

SETTING UP THE PERFECT ONE-ONE-ONE MEETING

PUT OWNERSHIP IN THE RIGHT PLACE

Employees set the agenda (70%), while you provide support, context, and feedback (30%).

PICK A FREQUENCY & STICK TO IT

Weekly or biweekly works best—choose based on role and responsibilities. Keep it reoccurring on the calendar.

PROTECT THE CONDITIONS

Meet in a quiet space, stay focused, use cameras if remote and start/end on time to show respect.

DOCUMENT DECISIONS & COMMITMENTS

Keep a shared record of actions, dates and agreements—simple notes, not transcripts.

WHAT TO DO BEFORE, DURING & AFTER



BEFORE

Write 2–3 topics, review last meeting's notes, update context and share the agenda in advance.



DURING

Start with personal check-ins, then focus on key outcomes, coach and give feedback and close with clear commitments.



AFTER

Capture decisions the same day, send a short recap and schedule/communicate the next one-on-one meeting.

AVOID THESE 3 SIMPLE MISTAKES

1) Don't cancel—reschedule within the week

Signals they are important & builds trust

2) Avoid verbal status updates, use written ones instead

Keeps the focus on the person & relationship

3) Don't dominate the talk—ask, listen and be specific with praise or critique

Encourages open dialouge which creates psychological safety

For more insights on Leadership, Communication, and Coaching follow us or reach out for more information.

