

Effective One-on-One Meetings



One-on-one meetings with employees are essential for maintaining open communication between managers and staff. These meetings help increase employee engagement both in individual roles and within the organization as a whole. Research from [Gallup](#) indicates that managers are responsible for 70% of the variance in team engagement, highlighting the importance of team leaders in keeping employees motivated.

Scheduling One-on-One Meetings

Coordinate with team members to find a mutually convenient time for one-on-one meetings. Once a time is agreed upon, schedule recurring meetings to ensure they are prioritized and do not disrupt other work. This consistency helps in building a routine and making these meetings a regular part of the workflow.

Setting an Agenda

Effective meetings typically have an agenda. Create a loose agenda together with your employee, allowing them to contribute topics. This ensures the meeting benefits the employee and covers relevant issues. A flexible agenda allows for adjustments based on the employee's immediate needs and concerns, making the meeting more productive and responsive.

Effective Questions for One-on-One Meetings

Guide the conversation with open-ended questions that encourage discussion. Examples include:

- **How can I support you?**
This question opens the door for employees to express their needs and challenges, allowing managers to provide support.
- **What problems did you solve this week?**
This helps in recognizing the employee's achievements and understanding their problem-solving approach.
- **Are there any areas you would like feedback on?**
This invites employees to seek constructive feedback, fostering their growth and development.

Talk Less, Listen More

As a manager, aim to talk less than 50% of the time during one-on-one meetings. Practice active listening and take notes to show that you value and understand your employee's input. This helps to build trust and rapport.

Sharing and Receiving Feedback

One-on-one meetings are an opportunity to share feedback. However, they should also be a chance for managers to receive feedback from employees. Encourage employees to provide honest feedback about your management style and any areas where you can improve. This mutual exchange of feedback creates a culture of continuous improvement.

Assigning Next Steps

Assign next steps to hold both parties accountable. Clearly outline who is responsible for each step, what needs to be done, and the timeline for completion. This ensures that both the manager and the employee are clear on their responsibilities and can follow up on the agreed actions. Documenting these steps can help in tracking progress and maintaining accountability.