

The Basics of Effective One-on-Ones (O³s)

What are the
BEDROCK BASICS
of GREAT One-on-Ones?

- Regularly Scheduled
- Never Missed
- Primary Focus on The Team Member
- Notes & Follow Up *Critical*

WHEN Do We Do One-on-Ones?

One-on-Ones are *Sacrosanct* -
Good Managers *Never* Miss Them

- For Most Managers, **Weekly** With Each Team Member
- For Some Managers, **Bi-Weekly** With Each Team Member
- For Only a Few Managers, **Monthly** With Each Team Member

With WHOM Do Managers Have One-on-Ones?: **EVERYONE**

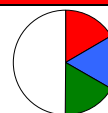
WHERE Do We Conduct One-on-Ones?

- The Key is NOT IN PUBLIC - It does NOT have to be "in private"
- If you have an office, in your office with the door closed
- If you have a cubicle, at your desk, with sensitivity

WHAT Do We Do and HOW Do We Do It?

How Long? 30 Minutes

10 Mins For **Them**
10 Mins For **You**
10 Mins For **Career/Growth/Development**



How Do I PREPARE?

Ask Yourself These Simple Questions:

- What do my follow up notes say I need to check on? Am I committed to following up? What notes should I make now? How might I ask that question? Am I *really* committed to following up?
- What Do I need to be sure to communicate? What behavior of his/hers am I focusing on? What projects or work am I involved in? What organizational issues/news/efforts can I share? What meetings have I just attended - what did I learn? What are the common items I need to get out to everyone - about schedules or projects or workload or our team?
- What positive feedback can I give?
- What corrective feedback am I going to give?
- Is there something I can delegate? What project, task or work would be helpful to their development?

What Are Some Effective Questions I Can Ask?

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| • Tell me about what you've been working on? | • What questions do you have about this project? |
| • Tell me about your week - what's it been like? | • Where do you think I can be most helpful? |
| • Tell me about your family/weekend/ activities? | • How are you going to approach this? |
| • Tell me about anything you stumbled over. | • What are your thoughts on my changes? |
| • Would you update me on Project X? | • What do you think about it? |
| • Are you on track to meet the deadline? | • So, you're going to do "X" by Tuesday, right? |
| • What questions do you have about the project? | • How do you think we can do this better? |
| • What areas are ahead of schedule? | • What are your future goals in this area? |
| • What areas of your work are you confident about? | • What are your plans to get there? |
| • What worries you? | • What can you/we do differently next time? |
| • What suggestions do you have? | • Tell me about what you've learned on this project? |



Manager Tools One-on-One Tracking Form

Team Member:	Date:
Department:	Time:
Personal/Notes: (Spouse, Children, Pets, Hobbies, Friends, History, etc.)	
Team Member Update: (Notes you take from their "10 minutes")	

Manager Update: (Notes you MAKE to prepare for YOUR "10 minutes")
Future/Follow Up: (Where are they headed? AND, Items that you will review at the next O ³)

<ul style="list-style-type: none"> • Tell me about what you've been working on. • Tell me about your week - what's it been like? • Tell me about your family/weekend/ activities? • Where are you on () project? • Are you on track to meet the deadline? • What questions do you have about the project? • What areas are ahead of schedule? • Where are you on budget? • What did () say about this? 	<ul style="list-style-type: none"> • Is there anything I need to do, and if so by when? • How are you going to approach this? • What do you think you should do? • So, you're going to do "X" by Tuesday, right? • How do you think we can do this better? • What are your future goals in this area? • What are your plans to get there? • What can you/we do differently next time? • Any ideas/suggestions/improvements?
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