

## One on One Meeting Guide (with your employees)

Leading a team, especially if new for you, can be complex and time consuming. However, if you invest time setting expectations and getting to know your team's strengths and individual motivators, you can shine as a leader.

Along with setting expectations of the team, including a schedule of regular meetings, conducting one on one meetings with each team member on a regular basis will accomplish more than you think. Use the sample meeting agenda below to let them know who's boss!

### Before the Meeting

Send a meeting invitation to each team member with an agenda at least one week before the actual meeting date. People appreciate knowing in advance what you expect, especially when it comes to talking about their opinions and careers.

### Sample Agenda

*"I'm scheduling time with each team member to learn more about everyone on a personal level as discuss how best to work together. In this meeting, I'd like to cover the following:*

- *Understand your area of focus and responsibility*
- *Understand challenges you are currently facing*
- *Discuss personal career aspirations (where do you see yourself 1 year from now?)*
- *Discuss any concerns with getting a new manager*
- *What should I know about you that would help me lead you and be an advocate for your career development?*

**Note:** Sometimes not all employees will be fully transparent and open in the first meeting. Sometimes a second meeting might be needed to address follow up questions.

**Note:** Try and not react to feedback that surprises you or feels negative. This is a meeting that will establish trust. Simply listen and ask follow up questions if you need more clarification.

### After the Meeting

Immediately following the meeting, send them an email recapping your discussion and scheduling the regular follow up meetings. It's recommended to meet with each team member a minimum of one time per month and maximum of weekly for 30 minutes to an hour.