

Setting up 1-1 Meetings with Team Members

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Prepare the Team

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Plan for the Meeting

Having a plan is always important. So be sure to schedule a time, notify your team member, prepare questions, and select a private location — ideally, one where you'll both be comfortable.

Prepare a Few Questions

Keep a few questions in your queue to spark conversation, but don't hold too tightly to them. Your 1-1 should be more about listening to your team member than following a rigid agenda. In fact, some of the most productive conversation comes when people are given permission to be themselves and speak candidly. Welcome that!

- ❓ How are you doing? How did the past week/month go?
- ❓ Do you feel like you're learning at work? Are there learning opportunities you wish you had that you're not getting?
- ❓ What recent project are you proud of? Why?
- ❓ Have you experienced a really difficult project recently? What do you think went wrong?
- ❓ Are there any roadblocks you've encountered recently at work? What are they?
- ❓ Do you feel like you're getting adequate support? How can I better help you?
- ❓ Do you feel you're getting enough feedback? Why or why not?
- ❓ Anything else you'd like to talk about today?

