

## Guidance for Employees on One-on-One Meetings

One-on-one meetings are essential to having good communication between employee and supervisor. As the employee, you want to use this time to get to know your supervisor so that you can be more effective in your work.

One-on-one meetings should be something you look forward to, and when done effectively, they are an opportunity for feedback, coaching, and rapport building.

### **Quick Tips for Your Next One-on-One:**

1. Ensure this meeting is on your calendar and is a recurring event (so that you have time to prepare and plan as necessary).
2. Ask your supervisor to setup a meeting time that works for both of your calendars. If something comes up, be sure to ask to reschedule the meeting.
3. Bring things you want to talk about. Make an agenda for your 1:1. (Remember to be flexible, if you run out of time, simply use the remaining items on your agenda for the next 1:1).
4. Provide status updates.
5. Voice any concerns or questions you have regarding your performance and expectations.
6. Talk about your career growth and development goals.
7. Think about things from your supervisor's view. Ask how you can help and support them, too.
8. Make it actionable. Close the meeting by talking about steps to complete before your next 1:1.
9. Always express your appreciation to your supervisor for making time to meet.

### **Potential Agenda Topics**

- How things are going this week, month or quarter
- Status Update on projects, job responsibilities
- Share your strengths and big wins as well as your questions and concerns
- Your professional development and career/growth goals
- Personal topics (upcoming vacation requests, for example)
- Interpersonal issues (if any)

### **Potential Questions to Ask Regarding Performance**

- What can I do to help you today (or this week, month, quarter, year)?
- How would you like to receive feedback from me?
- What is expected of me and my performance? What's the difference between successful and exceptional performance on X task or responsibility?
- What do you think of my performance?
- What's one thing I have an opportunity to improve on?

### **Examples of Feedback Comments and Questions**

- I was excited to work with my teammate John on project X. I am proud of the work we accomplished and would like for you to consider me for opportunities like that again in the future. Is there anything new you have for me to start?
- Since our last meeting, I've been able to work on project X and I've completed project Y. Would you like a more detailed update?
- I want to work on my X skills, I've taken the Skillport courses on X and I wondered if you have other suggestions to help me polish these skills?
- I haven't been able to complete X and I've realized that I'm struggling with "issue" (time management, problem solving, customer service, etc.) and wondered if you have any suggestions on how I can move forward?
- I have been discouraged by X and I've tried Y but it didn't work. Do you have a suggestion as to what I can do to be more successful in my role with X?

Source for more information:

<https://getlighthouse.com/blog/effective-1-on-1-meetings/>