

# A Manager's Guide to Conducting Effective 1 on 1 Meetings

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

19

**Accredited by**

Verified by GoSkills

**Pre-requisites**

No prior experience needed

**Video duration**

1h 6m

**Estimated study time**

1h 6m

**Instructor**

Ramona Shaw

## Introduction

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### 1 Effective meetings change the world

As a leader, hosting effective meetings with your team members regularly not only empowers them to perform better but also helps them become more impactful in general.

## Foundations of 1 on 1 Meetings

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### 2 Benefits of 1 on1 meetings

Having regular 1 on 1 meetings can help you and your team members work more successfully with each other.

### 3 Build people-focused connections

If you're focused too heavily on the tactical updates from your team member, you will miss opportunities for personal connections with your team.

### 4 Create an employee-driven space

1 on 1 meetings are a time for your employees to drive their priorities and any needs forward with you, the manager.

### 5 Encourage high accountability

When you successfully build in commitment and accountability to your conversations, you ensure that the time you spend 1 on 1 is not perceived as a waste of time.

### 6 Make meetings a priority

Things like inconsistency, incongruency, and lack of preparation can have a negative impact on regularly 1 on 1 meetings.

### 7 Conduct effective remote 1 on 1s

If you have remote or hybrid employees, your 1 on 1 meetings also serve as a way to compensate for quality time, inclusion, and the important relationship building aspects.

# Preparing for 1 on 1 Meetings

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- 8 Invite your team members**

Initiating a 1 on 1 meeting sets the foundation for the meeting's goals and purpose.
- 9 Set a clear agenda**

Having a well-defined agenda will allow both sides to communicate with confidence and clarity.
- 10 Leverage preparation prompts**

Prompts can be a powerful to to ensure both you and your team members show up prepared to 1-on-1 meetings.

# Guiding 1 on 1 Meetings

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- 11 Follow your agenda**

Understanding the importance of setting, preparing, and adhering to an agenda is key to making your 1 on 1 meetings effective.
- 12 Start the conversation**

You may find establishing a social connection in your 1 on 1 meetings difficult.
- 13 Practice active listening**

When a manager tries to drive the conversation too much, the employee doesn't feel heard and can lose interest in the meeting.
- 14 Apply coaching principles**

Utilizing coaching principles can be a powerful approach to support your direct reports.
- 15 Adapt to employee needs**

In your 1 on 1 meetings, you'll encounter situations and questions where coaching isn't the best approach.
- 16 Give constructive feedback**

Feedback is the primary tool for improvement, and your 1 on 1 meetings provide the perfect opportunity to discuss constructive feedback and praise with your employees.
- 17 Solicit feedback from employees**

While it's crucial for you to share feedback, it's equally important to solicit feedback from your team.
- 18 Include career conversations**

Understanding the significance of incorporating a quarterly career conversation into your 1 on 1 meeting structure is crucial.

# Conclusion

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19 Make the most of 1 on 1s  
Thanks for completing this course!

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