

# CONDUCT POWERFUL ONE-ON-ONE MEETINGS

THAT BUILD TRUST, HELP TEAM MEMBERS GROW AND BUILDS YOUR CONFIDENCE



## THE BASICS OF MEETING 1:1

- Who:** Direct reports
- When:** Weekly face-to-face check-ins
- How long:** 30 minutes each
- What:** See Powerful Questions at right
- Where:** Neutral location without distractions
- Why:** Vet and align expectations



## GROUND RULES:

- Make it your #1 goal/intention to be “present”, not distracted.
- Put your phone away, lean in and make eye contact.
- Ask one question at a time, focusing on questions that begin with “what”, not “why” or “how.”
- Force yourself to listen the entire time. Make it a conversation, not an interview.
- Share your why! “I wanted to set aside some time to focus on you. To talk about anything important to you, professionally or personally. This is your time!”
- Two ears and one mouth: Listen 66%, talk 33%.



## POWERFUL QUESTIONS TO GET POWERFUL ANSWERS

1. What's top of mind for you right now?
2. What's your biggest challenge?
3. What opportunities are open for you?
4. What are your best options for taking action?
5. How can I support you?
6. What about this conversation was most useful to you?

### BONUS

Scan for more of Andy's Leadership content.

