

What is a 1:1 Meeting?



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A 1:1 is a regularly scheduled meeting between the employee and their manager. During this time, participants share and receive feedback, as well as answer questions about ongoing projects and provide updates pertaining to topics discussed in the previous 1:1. The result is a continuous cycle of guidance that minimizes the need for interruptions between meetings.

1:1 Best Practices

Frequency

1:1s are most commonly held weekly but can vary based on what's happening in the organization, the length of time the parties have worked together, and the job responsibilities of the participants.

Length

Most 1:1 meetings last 30 to 90 minutes.

Forum

All 1:1 correspondence should be documented using a performance management system that preserves meeting notes for reference and progress evaluation from week to week and month to month.

Agenda

Every 1:1 agenda is first proposed by the employee then sent to the manager at least 24 hours before the meeting, allowing the manager enough time to respond with any items they want to add.

Details Provided in 1:1 Agendas

The more sensitive the agenda item, the more detailed the topic should be on the agenda. By doing so, employees give their managers enough time to think about how to address the topics. Sensitive issues that warrant this treatment can include compensation, constructive feedback, and employee struggles.

When a manager has constructive feedback, it's important this is documented and shared with the employee. This gives the employee enough time to reflect on the topics before the 1:1 discussion. An even better approach: Managers should send constructive feedback as soon as it's available and ask the employee to include it on their next 1:1 agenda.

Summaries

Following the 1:1, the employee should send a detailed summary of the discussion within 24 hours. The manager should respond to that summary to confirm they understand the notes and/or clarify any points that require summarization by the manager.

1:1 Meeting Samples

Agenda



Rachel Morgan
November 19, 2020 - 1:18 PM

Hey Joey, I'm looking forward to our 1:1 meeting tomorrow. Here are the agenda items I have for the meeting.

1. **Feedback for Sue:** I'm having issues with my direct report Sue not completing her work on time for the new website. I've brought this up with Sue before, but nothing has changed. Can we discuss how I should approach this going forward?
2. **Q2 Presentation Deck:** I've updated the presentation deck for the Q2 rollout with the design notes we discussed in last week's 1:1 meeting. Can we review and discuss any changes needed?
3. **Website Traffic:** The initial numbers from our latest product email campaign are looking good. We've seen an 8% increase in traffic to the website.
4. **New Digital Marketer:** Our new hire, Tim Jacobs, will start next Monday. He's already begun the onboarding process online via BerniePortal and the team is excited to be adding a new member.

Feel free to add anything to the agenda that you would like to discuss.

Thanks,
Rachel

Summary



Rachel Morgan
November 19, 2020 - 1:20 PM

Hey Joey, thanks for meeting with me today. Here is the recap from our meeting:

- 1. Feedback for Sue:** We discussed that in Sue's next 1:1 meeting, I will:
 1. Send Sue an agenda item that details the specific tasks on the website that were not completed and the dates they were due.
 2. Use the "Coaching for Improved Work Performance" framework to let Sue know that she can't continue to work on low-priority work when high-priority work is assigned.
 3. I will have Sue agree to send me a summary of our conversation after the 1:1.
 4. If this happens again, I will let Sue know continuing to not hit deadlines will lead to termination because I need the person in this role to deliver work on time.
- 2. Q2 Presentation Deck:** We reviewed your changes to the side deck, which include:
 1. Deleting slides 3 & 10
 2. Adding an introduction slide to the deck
 3. Working with Tracy to improve the graphics on slide 11 & 14
- 3. Website Traffic:** We discussed additional ways we can drive traffic to the side outside of emails including building backlinks and guest blog posts. I'll talk to Jim about reaching out to Acme Agency to get started on this.
- 4. New Digital Marketer:** We discussed Tim's start date and you let me know I should put together a 30-60-90 for him. I'll send that to you by Thursday so you have a chance to review it prior to Tim's start.
- 5. Talking Points for the Presentation:** We reviewed the talking points and I will get the slide deck updated by EOD Friday.
- 6. Task Lists:** We took a look at Sue and Joe's task list and identified the opportunity to transfer social media to Tim once he's been in his role for 30 days. I'll add this to his 30-60-90.

Thanks,
Rachel

Looking to Learn More About 1:1s?

Check out this episode of HR Party of One, where host Ryan McCostlin goes into detail about implementing and structuring 1:1 meetings.



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