

## The Basics of Effective One-on-Ones (03s)

What are the  
**BEDROCK BASICS**  
of GREAT One-on-Ones?

- **Regularly Scheduled**
- **Never Missed**
- **Primary Focus on The Team Member**
- **Notes & Follow Up Critical**

### WHEN Do We Do One-on-Ones?

One-on-Ones are *Sacrosanct* –  
Good Managers *Never* Miss Them

- For **Most** Managers, **Weekly** With Each Team Member
- For **Some** Managers, **Bi-Weekly** With Each Team Member
- For **Only a Few** Managers, **Monthly** With Each Team Member

### With WHOM Do Managers Have One-on-Ones?: **EVERYONE**

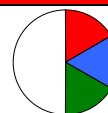
### WHERE Do We Conduct One-on-Ones?

- The Key is NOT IN PUBLIC – It does NOT have to be “in private”
- If you have an office, in your office with the door closed
- If you have a cubicle, at your desk, with sensitivity

### WHAT Do We Do and HOW Do We Do It?

How Long? 30 Minutes

10 Mins For **Them**  
10 Mins For **You**  
10 Mins For **Career/Growth/Development**



### How Do I PREPARE?

**Ask Yourself These Simple Questions:**

- **What do my follow up notes say I need to check on?** Am I committed to following up? What notes should I make now? How might I ask that question? Am I *really* committed to following up?
- **What Do I need to be sure to communicate?** What behavior of his/hers am I focusing on? What projects or work am I involved in? What organizational issues/news/efforts can I share? What meetings have I just attended – what did I learn? What are the common items I need to get out to everyone – about schedules or projects or workload or our team?
- **What positive feedback can I give?**
- **What corrective feedback am I going to give?**
- **Is there something I can delegate?** What project, task or work would be helpful to their development?

### What Are Some Effective Questions I Can Ask?

- |  |  |
|--|--|
| • Tell me about what you've been working on?       | • What questions do you have about this project?     |
| • Tell me about your week – what's it been like?   | • Where do you think I can be most helpful?          |
| • Tell me about your family/weekend/ activities?   | • How are you going to approach this?                |
| • Tell me about anything you stumbled over.        | • What are your thoughts on my changes?              |
| • Would you update me on Project X?                | • What do you think about it?                        |
| • Are you on track to meet the deadline?           | • So, you're going to do "X" by Tuesday, right?      |
| • What questions do you have about the project?    | • How do you think we can do this better?            |
| • What areas are ahead of schedule?                | • What are your future goals in this area?           |
| • What areas of your work are you confident about? | • What are your plans to get there?                  |
| • What worries you?                                | • What can you/we do differently next time?          |
| • What suggestions do you have?                    | • Tell me about what you've learned on this project? |

Manager Tools One-on-One Tracking Form		
Team Member:		Date:
Department:		Time:
Personal/Notes: (Spouse, Children, Pets, Hobbies, Friends, History, etc.)		
Team Member Update: (Notes you take from their "10 minutes")		

Manager Update: (Notes you MAKE to prepare for YOUR "10 minutes")
Future/Follow Up: (Where are they headed? AND, Items that you will review at the next O <sup>3</sup> )

• Tell me about what you've been working on.	• Is there anything I need to do, and if so by when?
• Tell me about your week – what's it been like?	• How are you going to approach this?
• Tell me about your family/weekend/ activities?	• What do you think you should do?
• Where are you on ( ) project?	• So, you're going to do "X" by Tuesday, right?
• Are you on track to meet the deadline?	• How do you think we can do this better?
• What questions do you have about the project?	• What are your future goals in this area?
• What areas are ahead of schedule?	• What are your plans to get there?
• Where are you on budget?	• What can you/we do differently next time?
• What did ( ) say about this?	• Any ideas/suggestions/improvements?