



1:1 MEETINGS TEMPLATE FOR MANAGERS

Introduction

Having regular 1:1 check-ins with team members has multiple benefits. It can help you to –

- Build authentic relationships based on trust, confidence and credibility with your team members
- Provide personalized feedback to employees as well as seek reverse feedback from them
- Identify and address challenges proactively
- Align individual and organizational goals
- Become a better leader

This template will provide you with clear action steps to take before, during and after 1:1 meetings. As well as tips to ask better questions and 50+ sample questions across 10 parameters.

- ☐ Warming up
- ☐ Engagement and satisfaction
- ☐ Goals and objectives
- ☐ Team and manager improvement
- ☐ Health and wellbeing
- ☐ Collaboration and communication
- ☐ Performance and productivity
- ☐ Professional development plans
- ☐ Job alignment
- ☐ Work progress and support needed

Instructions for having effective 1:1 meetings

Before the 1:1 meeting

- Start with the right mindset. 1:1 check-ins are not performance reviews. Instead, focus on building relationships and solving employee challenges
- Prepare ahead of time. Set a specific agenda, talking points to add structure to the meeting
- Set clear expectations by communicating your agenda and asking your team member to share their talking points

During the 1:1 meeting

- Begin with a quick check-in to de-stress the situation
- Share your work updates to let them know it is a two way discussion, not an interrogation
- Actively listen to what they have to say
- Take notes of the feedback they share to identify patterns and ensure corrections
- Appreciate more, criticize less.
- Feel free to discuss things outside of work (occasionally) to ensure their performance is not impacted by factors outside of the workplace

Tips to ensure authentic answers from employees

- Keep the questions short and clear
- Create a judgment free atmosphere
- Don't push your point of view
- Have follow up questions
- Help create an action plan

50 questions to ask during 1:1 check-ins

1. Warming up

Use these to set context and serve as an ice breaker.

- » How are you doing?
- » How has the week/ month been going?
- » How should we start this conversation?
- » Are there any specific things you would like to share?
- » Is there anything you need support on?

2. Engagement and satisfaction

Use these to measure the level of motivation and commitment.

- » Do you feel connected with your team members?
- » What is your favorite part of your job?
- » What keeps you engaged at work?
- » Do you feel inspired about your work? What inspires you the most?
- » How do you think we can improve the engagement quotient at work?

3. Goals and objectives

Use these to align personal and organizational goals.

- » What are some of the top goals and objectives you are working towards?
- » Let's discuss some of your previous objectives.
- » How do you plan to achieve the objectives you have set?
- » What can we do to improve as a team?
- » Do you see alignment between your professional goals and company objectives?

4. Manager and company suggestions

Use these to seek reverse feedback for organizational and personal improvement.

- » What can I do to support you better?
- » How can I make my feedback more effective?
- » How can we improve these 1:1 conversations?
- » How do you feel about the company's future and why?
- » Given a chance, what would you like to change in our product and why?

5. Health and wellbeing

Use these to create a healthy workplace for employees to thrive in.

- » Are you stressed out at work?
- » What part of your job is most stressful to you?
- » Are you able to disconnect from work after work hours?
- » How easily are you able to take time off when needed?
- » How often do you need to take medical leave due to work burden?

6. Collaboration and communication

Use these to understand how well the team is communicating.

- » Do you feel comfortable, confident and supported working with your team?
- » Are you able to understand the goals and tasks assigned to you?
- » Do you find it easy to collaborate with others in the company?
- » Are you comfortable giving and taking feedback from others?
- » Do you believe that our team is communicating well and enough?

7. Performance and productivity

Use these to reflect on performance from a macro lens as well as to facilitate self reflection.

- » Are you clear about what is expected from you?
- » How do you think you can improve your performance?
- » How do you keep yourself accountable to the deadlines and goals?
- » Have you seen your performance improve over the past month/year?
- » What can you do to improve your productivity at work?

8. Professional development plans

Use these to understand employee career plans and facilitate better L&D programs.

- » What are the areas you wish to develop professionally?
- » What are some skills you would like to hone?
- » Would you benefit from mentoring and coaching?
- » What are the obstacles in the way of your development?
- » What is your action plan to reach your development goals?

9. Job alignment

Use these to gauge skills and aspirations alignment.

- » What do you wish you could do more of in your job?
- » What are some necessary skills for your role?
- » Does your current role align well with your professional goals and personal values?
- » What are some of your strengths you would like to utilize more in your current role?
- » What excites you most about what you do?

10. Work progress and support needed

Use these to identify roadblocks and provide ongoing support.

- » What have you worked on in the last two weeks?
- » How are you progressing in your current role?
- » Are you clear on your responsibilities and expectations?
- » How do you ensure all your tasks are completed on time?
- » What additional support and resources do you need to be more effective?

After the 1:1 meeting

- Chalk out a follow-up plan together. Create specific action points and a roadmap with set timeline to keep track of performance
- Maintain a history of all 1:1 conversations with this team member to recognize any recurring issue and plan accordingly
- Analyze the feedback you received and compare it with the feedback provided by other team members. If you notice a common area of improvement, develop a learning plan for yourself and commit to becoming a better leader

Put this template into action

Build a high performance culture all year round with OKRs, timely reviews, performance snapshots and 1:1 & meetings tool

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