

Alfred University

| The Basics of Effective One-on-Ones | |
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| What are the BASICS? | <ul style="list-style-type: none"> • Regularly Scheduled • Rarely Missed • Primarily Focused on the Team Member • Notes & Follow Up Is Critical |
| When Do We Conduct One-on-Ones? | |
| Good Managers Rarely Miss Them | <ul style="list-style-type: none"> • Monthly with each team member |
| Where Do We Conduct One-on-Ones? | |
| <ul style="list-style-type: none"> • The Key is NOT in public areas- always do it behind closed doors when possible • If you have an office, in your office with the door closed, also do not answer for knocks | |
| What Do We Do and How Do We Do It? | |
| How Long? 30 Minutes | 10 Mins For Them |
| | 10 Mins For Manager |
| | 10 Mins for Development |
| How Do I Prepare? | |
| Ask yourself these simple questions: | |
| <ul style="list-style-type: none"> • 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? | |
| <ul style="list-style-type: none"> • 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? | |
| <ul style="list-style-type: none"> • What positive feedback can I give? | |
| <ul style="list-style-type: none"> • What adjusting feedback am I going to give? | |
| <ul style="list-style-type: none"> • Is there something I can delegate? What project or task would be helpful to their development | |
| What Are Some Effective Questions I can Ask? | |
| <ul style="list-style-type: none"> • Tell me about what you've been working on | <ul style="list-style-type: none"> • What questions do you have about any processes? |
| <ul style="list-style-type: none"> • Tell me about your week—what has it been like? | <ul style="list-style-type: none"> • Where do you think I can be most helpful? |
| <ul style="list-style-type: none"> • Tell me about your family/weekend/activities? | <ul style="list-style-type: none"> • How are you going to approach this? |
| <ul style="list-style-type: none"> • Tell me about anything you struggled with. | <ul style="list-style-type: none"> • What are your thoughts on my changes? |
| <ul style="list-style-type: none"> • Would you update me on Project X? | <ul style="list-style-type: none"> • What do you think about it? |
| <ul style="list-style-type: none"> • Are you on track to meet the deadline? | <ul style="list-style-type: none"> • How do you think we can do better? |
| <ul style="list-style-type: none"> • What questions do you have about the project? | <ul style="list-style-type: none"> • What are your future goals? |
| <ul style="list-style-type: none"> • What areas are ahead of schedule? | <ul style="list-style-type: none"> • What can we do differently next time? |
| <ul style="list-style-type: none"> • What areas of your work are you confident about? | <ul style="list-style-type: none"> • What trainings do you need to do your job? |
| <ul style="list-style-type: none"> • What worries you? | <ul style="list-style-type: none"> • Is there anywhere you are struggling? |
| <ul style="list-style-type: none"> • What suggestions do you have? | <ul style="list-style-type: none"> • What do you need from me? |

