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**One to One Meeting**

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| **Line Manager** |  |
| **Employee** |  |
| **Date** |  |

**Purpose:** A structured discussion for supportive conversations between a line manager and an employee. It should stimulate focused two-way communication and actions. Keeping accurate shared notes of the discussion will prevent the need for repetition at the next meeting and will record actions agreed and concerns raised by either party.

**Key discussion Points:**

* How is the individual feeling? (health and wellbeing, fatigue etc)
* What has been their highlight since the last meeting?
* Provision of feedback on the last meetings agreed actions.
* Discussion on areas of concern for either party.
* Performance to date.
* Any other item that the individual wishes to raise.

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| **Subject** | **Notes** |
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**Guidance for a Good One to One Session**

**Qualities of a good 1 to 1**

* Should be regular
* Direct report owns the meeting
* Should include a wellness discussion
* Discuss short term goals
* Discuss long term goals
* Ask for feedback

**Support for Managers**

**Open Questions**

Open questions can support a colleague opening-up:

* How are you feeling? (mental/physical wellbeing/fatigue)
* What has been a big win or learning point for you this period?
* Are there any sticking points at work that I can support you with?

**About me (Leader)**

Things that a manager should consider before, during and after the one to one.

* What kind of leadership style do I have?
* What are my preferred methods of communication and why?
* What are the attributes I aspire to role model each day?
* What do I see as effective leadership?
* What output have I seen as a result of effective leadership?

**Support for Employee**

**Who leads me (direct report)**

* What does an effective manager/leader look like? Is my manager/leader effective?
* How do I differentiate between a manager and leader, and who do I follow?
* Does my manager/ leader make me feel; welcome, part of the team, included, valued?

**What do I expect?**

* Manager to listen to me and others.
* Manager to be appreciative.
* Manager to be diligent & fair.
* Empathy and Compassion.
* Assistance and feedback.

**Helpful web pages**

Here are some helpful webpages that can be further explored:

* <https://www.radicalcandor.com/blog/effective-one-on-ones/>
* <https://blog.impraise.com/360-feedback/1-on-1s-for-engaged-employees-how-good-managers-should-do-them-performance-review>
* <https://wavelength.asana.com/workstyle-what-is-a-1-1/>