



WORKSHOPS

TIME TO DIVE DEEPER

Mastering One-on-One Meetings



SHAFER
LEADERSHIP
ACADEMY

Facilitator:

Tisha Gierhart

Facilitator

Shafer Leadership Academy

Why are One-on-One Meetings Important?



MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAFER
LEADERSHIP
ACADEMY

**The one-on-one meeting is
your employee's time with you,**

**→ not the other
way around.**



MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAHER
LEADERSHIP
ACADEMY

People Leave Managers, → not Companies.

Gallup studies show that only 1 in 3 employees are engaged at work.

Even worse, over 50% of people have quit a job specifically to get away from their manager.



MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAFER
LEADERSHIP
ACADEMY



MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAHER
LEADERSHIP
ACADEMY

Benefits of a one-on-one culture

- Focus
- Personal Development
- Aligned Goals
- Sense of Recognition
- A Supercharged Team
- Problems Discovered Early On
- Trust & Authenticity



Source: https://clanbeat.com/intro_to_1_on_1s/

MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAFER
LEADERSHIP
ACADEMY

How do one-on-ones work?

- Preparation
- Structure
- Keeping Track
- Focus
- Regularity
- Goals
- Follow Up



Source: https://clanbeat.com/intro_to_1_on_1s/

MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAFER
LEADERSHIP
ACADEMY

Preparation



MASTERING MEETINGS:

Mastering One-on-One Meetings



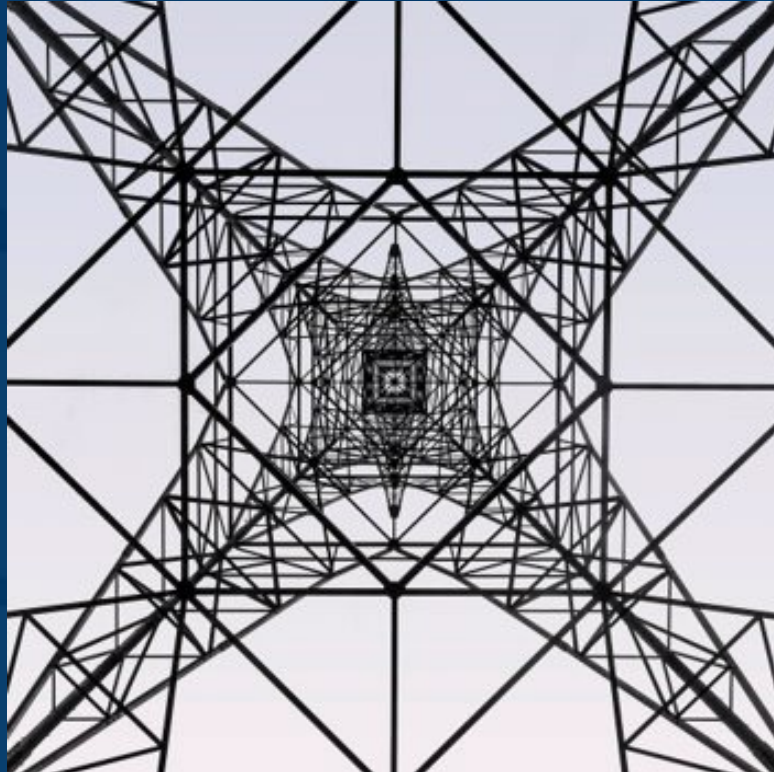
SHAFER
LEADERSHIP
ACADEMY

Creating a successful One-on-One

- Put them in charge of the agenda
- Add your own questions
- Get the logistics right: meeting length, location, scheduling



Structure



MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAFER
LEADERSHIP
ACADEMY

Meeting Agenda, a good structure for a 45-minute one-on-one

- **15 Minutes:** What your direct report needs to raise with you, get approval, etc.
- **15 Minutes:** What you need to raise with your direct report, delegate, provide feedback on, etc.
- **10 Minutes:** Free time to air any long-term concerns, progress toward development goals, etc.
- **5 Minutes:** State accountabilities and make a plan for follow up



Asking the Right Questions

- Know how to start (person or business?)
- Review your last meeting notes / action items
- What's working well? / What's not going well?
- Do you have all the resources/ tools you need to do an excellent job; if not what do you need to do your job well?
- How can I help you to better perform/succeed in your job?
- Who can I recognize on your behalf?
- Before we finish up here, is there anything else that would be helpful for me to know?



Keeping Track

| INTERNAL CUSTOMER STOP LIGHT REPORT | | |
|-------------------------------------|-------------------------|------------------------------------------------|
| Department/Unit | Supported by: | Date: |
| GREEN/COMPLETE | YELLOW/WORK IN PROGRESS | RED/CAN'T COMPLETE AT THIS TIME AND HERE'S WHY |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |



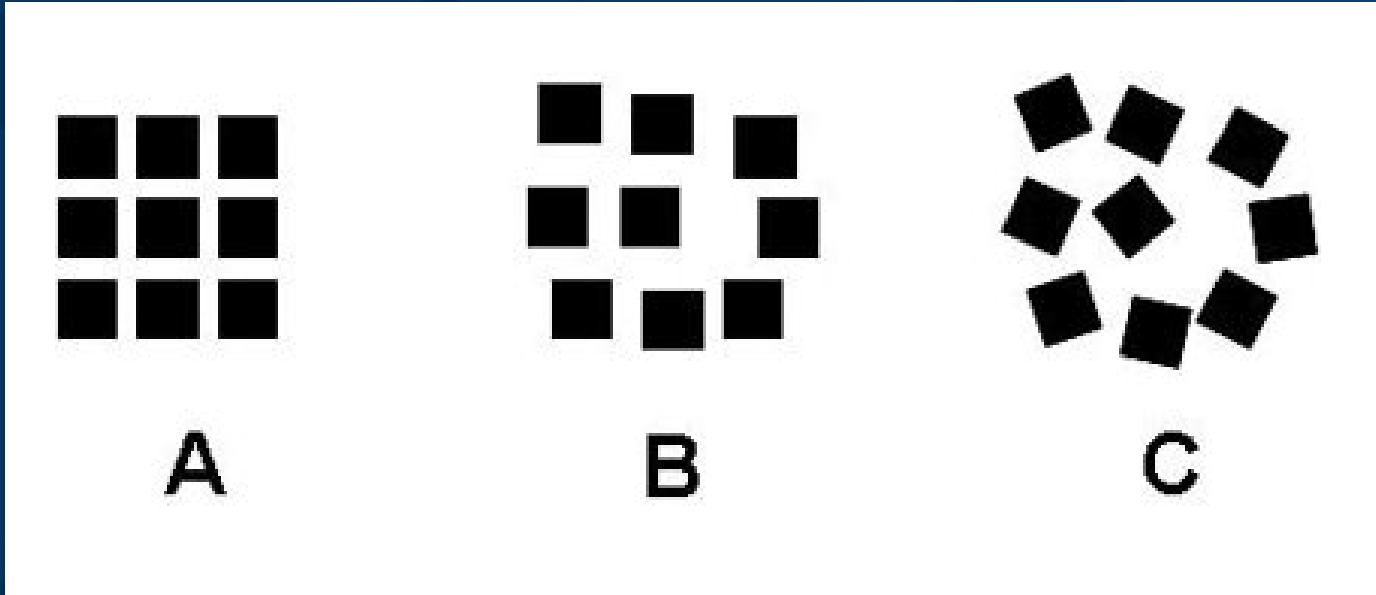
MASTERING MEETINGS:
Mastering One-on-One Meetings



MASTERING MEETINGS:
Mastering One-on-One Meetings



Regularity



Goals



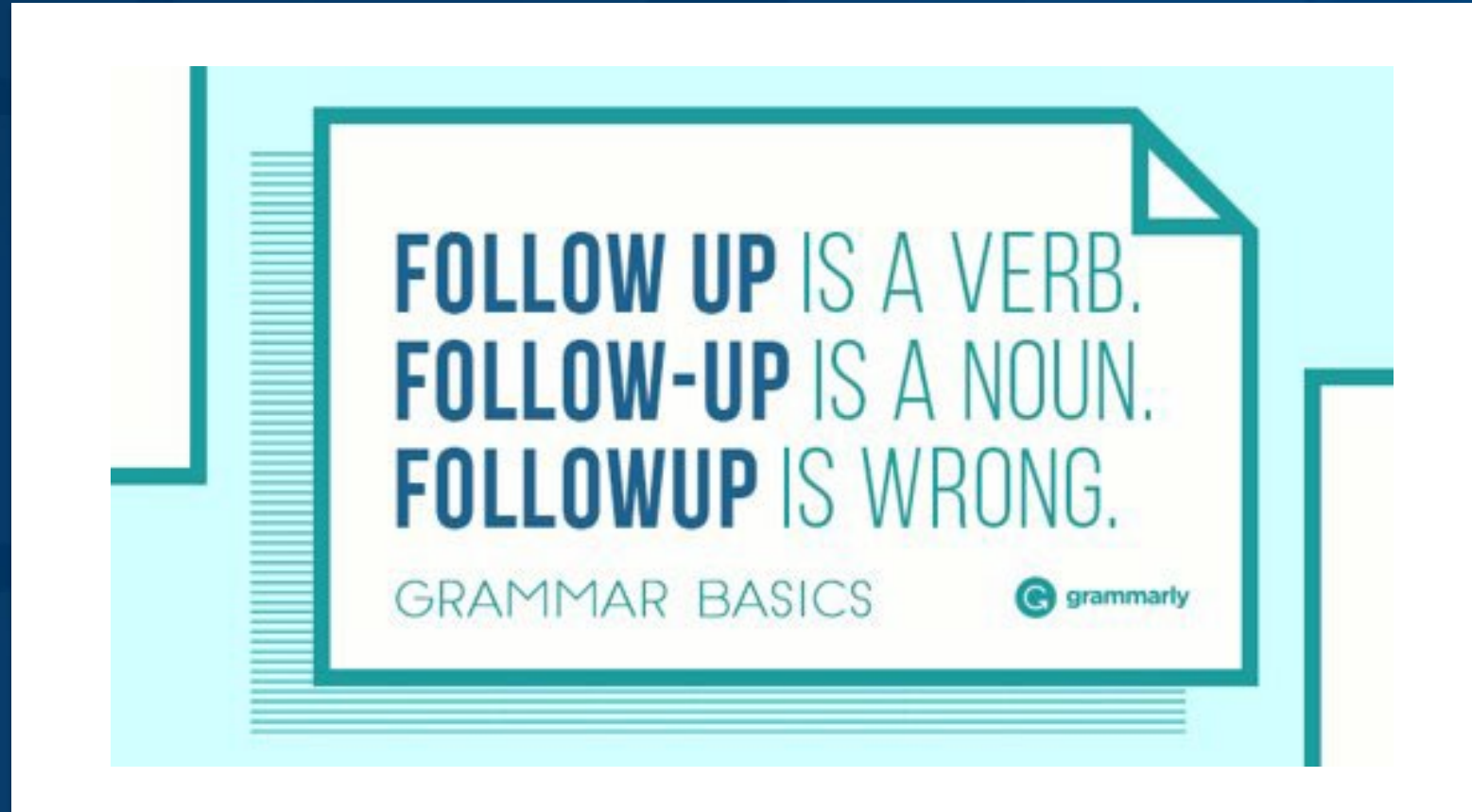
MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAFER
LEADERSHIP
ACADEMY

Follow up



MASTERING MEETINGS:

Mastering One-on-One Meetings



Getting Started!

1. **Tell your team** about your new one on one meeting plan
 - ✓ One on one meetings are focused on your team
 - ✓ You want them to be excited about the meeting, not discouraged, or afraid
 - ✓ Tell team members what to expect
2. Set a recurring meeting on both your calendars
3. This is time for your employee
 - ✓ Careers, coaching & feedback, and issues pre-occupying them.





MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAHER
LEADERSHIP
ACADEMY

Questions?

MASTERING MEETINGS:

Mastering One-on-One Meetings



SHAFER
LEADERSHIP
ACADEMY

THANK YOU!

Mastering One-on-One Meetings



SHAFER
LEADERSHIP
ACADEMY

Facilitator:
Tisha Gierhart
Facilitator
Shafer Leadership Academy