

# Before

## Tool #2 – One-On-One

**Rationale**  
**1. Why?:** ~~Maybe~~ One of your most important management tools is the one-on-one regular meeting. A recent ~~MetrixGlobal~~ study estimated that consistent employee coaching via regular 1:1 meetings produces a staggering 529% ROI.

**2. How?:** ~~How to:~~ Follow the guide below on how to set up the meeting ~~as well as~~ and what questions to prepare in advance.

**Tool:** **3. What?:**

**Key Things/Concepts to Keep in Mind**

1. Develop a regular cadence of 1:1 meetings with your direct reports. ~~Consider the work requirements for each of your team members as well as your internal meeting cultural guidelines. Do you meet weekly for a short period, or monthly for longer?~~
2. Have the meeting in a private, safe, and comfortable setting and resist interruptions.
3. Be sure to ask more than tell. That, and open questions are the secret formula for success.
4. It's always best to begin with a check-in to see how things are going.
5. If it's appropriate, ~~have~~ follow a prepared agenda ~~to follow~~ to keep the meeting focused.
6. Take notes for future reference as well as the ability to hold you both accountable.
7. Finally, end with an agreed upon set of action items and dates.

**7 Powerful Discovery Questions**

- Give me the highlights of what's gone on since we last met?
- What's ~~is~~ one thing that has worked out well?
- ~~How about~~ ~~W~~ what has not worked out to your expectations?
- What challenges or problems are you facing and how do you plan to deal with them?
- What are your current plans and priorities as you look forward?
- What can I do to help you to meet these plans and priorities?
- Do you have any feedback for me you'd like to provide?

**Rachel**  
Word choice/personal preference- "Maybe" has an unsure connotation.

**Rachel**  
"Things" is a bit vague. Perhaps "Concepts" or "Principles"

**Rachel**  
Stylistically, it seems like we're leaning towards contractions. Trying to make it consistent throughout.

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# After



## TOOL #2 One-On-One



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Follow the guide below on how to set up the meeting and what questions to prepare in advance.

### Key Concepts to Keep in Mind

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