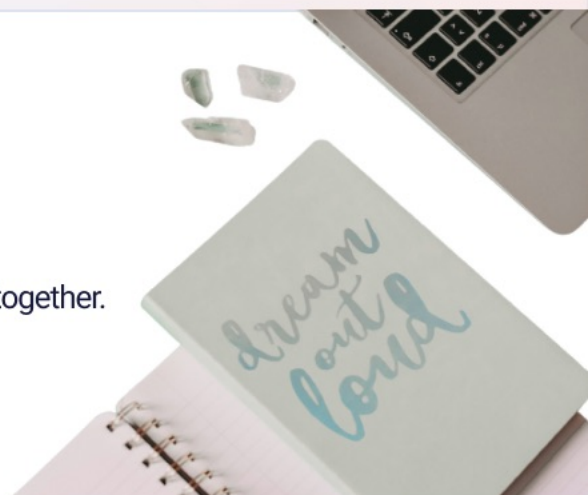


Leadership Toolkit

Master 1:1s with your team

Before the Meeting

- Create a shared document for meeting notes.
One Note works great!
- Collaborate with your direct report to dynamically build the agenda together.
- Review notes from the previous 1:1 before your next 1:1.
- Show up on time!



During the Meeting

Always start and end on a positive note.

- Briefly review action items from the previous 1:1.
- Begin with your direct report's agenda.
- Let your direct report speak 50-90% of the time. Actively listen.
- Address short-term, long-term, and personal needs in your 1:1.

Short-term needs:

Help with roadblocks by offering resources.

Long-term needs:

Ask about their long-term goals, such as, "What are your long-term goals? How can I help you achieve them?"

Personal needs:

Discuss non-work topics and ask about their needs.

- Ask a variety of questions.
- Take notes during the 1:1.
- End on time with clear action items.
- Thank your direct report for their time and effort.

After the Meeting

42% of meetings are 1:1s [Based on CFO.com data from 2022, up 17% from 2020.]

Remember those notes you took? It's time to distribute them.

Get real about making 1:1s work.

- Get feedback from your direct(s).
- Enable post-meeting assessments (PMAs) in Kairos and send out surveys for feedback.
- If your PMA is active, review the data in the Meeting Experience Dashboard and make changes based on the feedback.
- Communicate the changes and intent behind them.

Mutual accountability goes a long way.

- Follow up on your commitments.
- Follow up with your direct(s) on their action items.



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