



Guide for Effective 1:1 Meetings

01

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Key Topics

- PURPOSE
- LOGISTICS
- PREPARATION
- CONTENT
- NEXT STEPS

What you will find here

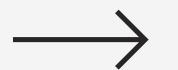
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Main Purpose of a 1:1 is to promote dialogue!

Listen attentively and clarify expectations and priorities.



Logistics

Setting

The idea of the 1:1 is to understand individual concerns and answer questions in a private setting.

Time

To promote consistency and build trust, set aside recurring time for 1:1 meetings with a specific agreed frequency (bi-monthly, monthly, etc.)

Focus

Be present. Avoid interruptions (if you anticipate conflict with other calls or people, consider rescheduling for a more quiet time).

Before the meeting



- ✓ **Schedule the conversation.**
- ✓ **Make a list of questions or topics you'd like to address.**
- ✓ **Think of examples and situations you'd like to share.**
- ✓ **Print any document or file that may be needed during the meeting.**

During the meeting

- ✓ **Be on time.**
- ✓ **Take notes.**
- ✓ **Make agreements.**
- ✓ **Bring any document or file that may be needed.**
- ✓ **Ask open-ended questions & listen.**
- ✓ **Summarize next steps and thank the other person.**



After the meeting

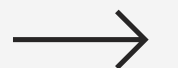
- ✔ Send an email with specific agreements, such as dates or changes to the original plan.
- ✔ Follow through on your commitments.



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"When you talk, you are only repeating what you already know. But if you listen, you may learn something new."

Dalai Lama



Prepare for every
one-on-one meeting
for improved results!

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