



# Effective 1 on 1 Meetings

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# What is a One on One?

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Regular (every two weeks)

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Scheduled

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For every member of your team

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Only team member and manager

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At least 30 minutes

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A meeting for the team member

Why do I need  
all those  
meetings?

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As a manager, meetings are  
your work

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It is only a lot for you

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It is not for you it is for them

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Saves time in the long run

What do 1 on 1s give the team member?

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Appreciation

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A safe space

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A communication channel up the chain

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Learn and Grow

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Regular feedback

# What do 1 on 1s give you as a manager

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Establish a relationship of trust with the team

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Understand every team member

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Learn about problems early on

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A quiet workplace without drama and politics

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Communicate goals and values

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Establish company culture

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Regular feedback

What do 1 on  
1s give the  
organization?

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Regular feedback

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No drama

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A communication channel up the  
chain

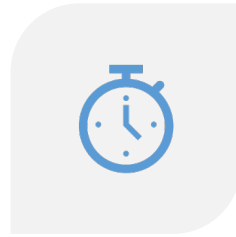
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Happy employees

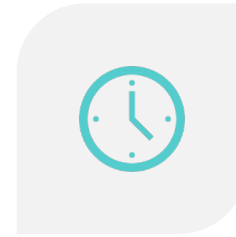
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Consistent understanding of goals  
and values

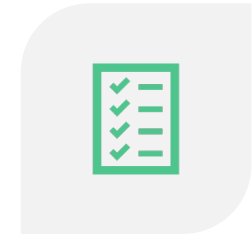
# How to One on One?



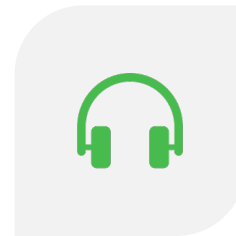
SCHEDULE FOR 30  
MINUTES. BLOCK AT  
LEAST 45



BE ON TIME



BE PREPARED



BE READY TO LISTEN



BE PRESENT

What do I talk  
about?

How are you?

Shut up and  
listen!



# The Status Update

Listen  
for:

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Emotions

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Problems

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Hidden Topics

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Prepare questions

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# The Vent

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Shut up and listen

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Do not present a solution

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Do not allow ranting

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Follow up on it

# The Disaster

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Shut up and listen!

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Do not present a solution

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It is not an attack on your person

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The problem is not the problem

What do I talk  
about?

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**Who are you talking  
to?**

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**Tell stories to juniors**

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**Coach the seniors**

# Standard questions

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What makes you grumpy?

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How do you like feedback?

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How can I help you?

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What is your favorite baked good?

<https://larahogan.me/blog/first-one-on-one-questions/>  
<https://jasonevanish.com/2014/05/29/101-questions-to-ask-in-1-on-1s/>

# After the meeting ends

- Save notes
- Create Todos
- Send follow up message

The end

Never cancel

A safe space for the team member

Shut up and listen

Give it time

Talk to your own peers

Ask for your own One on One