



## Tips for Successful Monthly One-on-One Updates

### Introduction

- As a leader, consider spending 45 minutes to one hour every month with each of your direct reports.
- Keep communication flowing in both directions. The goals are:
  - exchange of critical information
  - alignment
  - positive reinforcement (in both directions)
  - continuous improvement (one opportunity of focus)
  - mutual support
- Both parties should keep a written record of the conversation to ensure momentum.
- Remember to book your next session before adjourning!

### Here are examples of questions/ideas that may serve your conversations:

1. Do you believe that you're treated in a consistently civilized manner?
2. Do you believe that I'm honest with you? Do you believe the rest of the leadership is honest with you/the workforce?
3. Do I listen openly to you? Do you feel heard?
4. Do you believe that I/we are ethical in our practices?
5. Are you enjoying the environment? What can be done to make the workplace more enjoyable?
6. What more autonomy would you appreciate?
7. How clear are your performance targets?
8. Do you feel that you're receiving appropriate positive feedback?
9. Am I dealing with performance gaps appropriately?
10. What if we make a pact to routinely offer each other a balance of positive and constructive feedback in order to continuously learn from each other?
11. What can be done to provide more significance in the job for you?
12. What learning opportunities would you like to explore? How are they linked to the Organizational Direction?
13. What tools and resources do you require to do your job more effectively?
14. What else is important for us to talk about?
15. How do we create action plans?
16. How do we monitor our progress?
17. How do we hold each other accountable?