

### **One on One Meetings**

One on one meetings are essential for supervisors to stay connected with each of their direct reports and are opportunities to build trust and foster engagement. These meetings are great opportunities to build relationships and identify issues early.

**Commented [CB1]:** Could link to engagement document.

#### Topics to cover

- Agenda topics brought by both employee and supervisor
- Prioritize the agenda together
- Take time to problem solve
- Discuss the employee's goals and satisfaction with work
- Show gratitude
- Meet at least monthly and more often with some employees

#### Topics to avoid

- Disciplinary matters
  - These should be discussed but separately from this regular meeting
- Discussing other employees

#### Links for further information:

<https://hbr.org/2016/08/how-to-make-your-one-on-ones-with-employees-more-productive>

[https://hbr.org/2022/09/why-your-team-members-need-daily-check-ins?utm\\_medium=email&utm\\_source=newsletter\\_daily&utm\\_campaign=mtod\\_notactsubs](https://hbr.org/2022/09/why-your-team-members-need-daily-check-ins?utm_medium=email&utm_source=newsletter_daily&utm_campaign=mtod_notactsubs)

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