

Guide for your 1:1 check-ins

This guide offers a simple structure that will ensure both direction and space in the check-in meetings with your team members in just 25 minutes.

- Page 1+2** Template to fill during the meeting
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Team member:

Date:

Informal conversation (5 min)

Previous agreements (5 min)

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Employees' thoughts (10 min)

Mutual expectations (5 min)

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Description of phases

Informal conversation

This phase serves you the opportunity to get to know your employee a bit deeper. Ask about your employees private interests and priorities in the extent allowed by your level of trust. What is important for your employee right now? What is he/she dreaming about at the moment? What are their attention naturally drawn towards?

Previous agreements

These meetings are supposed to run on a continuous basis, that is why every meeting will contain a phase for following up on previous agreements and a phase for setting new expectations. It is very important that you as a leader are responsible for this part of the conversation. These agreements are what creates trajectory and momentum in your collaboration. Remember to touch upon agreements on both sides of the table.

Employees' thoughts

Your primary job as a leader is to listen. Information is power. The better you know the current context for each of your employees, the easier it will be to provide support and results in general. Tell the employee that you expect that they prepare their agenda for this phase. This conversation can revolve around everything from project statuses, technical sparring, collaborative issues or carrier advise.

Mutual expectations

After the meeting; What agreements will be beneficial to reach? What can your employee expect from you and vice versa? It is very important that these agreements are set under mutual accept. It will probably be appropriate to clarify 2 or 3 things that you each can expect from the other part. Remember to evaluate your progress at your next meeting - No matter what (even if none) progress have been made.

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Still have questions on 1:1 check-ins?

- Write us an email at kontakt@feedwork.dk.
- Read more about our thoughts www.feedwork.dk
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Enjoy your meetings, we promise that you will see positive results from them.

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