



Effective 1:1 Meetings

The purpose of a 1:1 is to foster connection, alignment, and support. The meeting should be a predictable space for updates, feedback, and coaching.

Intentional, consistent 1:1s strengthen relationships, boost performance, and keep teams aligned and supported.

How to Structure Your 1:1

Best Practices

Opening check-in (2–3 min):
“How are things going?”

Keep it consistent
(weekly or bi-weekly)

Employee updates (5–7 min):
Projects, progress,
roadblocks.

Listen more than you speak

Manager updates (5–7 min):
Priorities, changes,
guidance.

Avoid status-only
conversations

Development discussion
(3–5 min): Skills, goals,
opportunities.

Document takeaways -
send followup email