

Conducting an Effective One-on-One

Powerful leadership today requires vulnerability and empathy.
Transform your team interactions with our guide below.



Invest in the Relationship: Rapport/Relational Questions

- How are you? How is life outside of work?
- How do you feel your work/life balance is right now?
- Ask about his/her family (school, sports, other interests)
- How has COVID-19 impacted you or your family?



Career Development

- When you were a kid, what did you want to be when you grew up?
- What fuels your fire?
- Do you feel challenged in your role?
- Are you learning new things?
- What work do you want to be doing in two years?



Giving & Receiving Feedback: Coaching

- How do you prefer to receive feedback?
- Do you feel you are getting enough feedback?
- What aspect of your job would you like more help/coaching?
- How can I support you?



Burning Issues

- Do you enjoy working here? Why/why not?
- What part of the job is your least favorite?
- What worries you? What is on your mind?
- Do you feel empowered in your role/job?

Two most important questions to ask at EVERY One-on-One:

- 1 What will you do to make progress on what we talked about today?
- 2 What can I do to take action on what we talked about today?