

# One-on-One Coaching Task for New Managers

This week, put your coaching hat on for your one-on-one meetings. Here's a simple exercise to guide you through:

1. **Prep:** Before each meeting, remind yourself: "*Facilitate, don't solve.*" List questions that can help your direct reports think through their problems.
2. **Practice Active Listening:** Focus on understanding, not responding. Resist giving solutions.
3. **Guide the Discussion:** Use your questions to steer the conversation, helping your direct reports explore solutions on their own.
4. **Observe and Reflect:** After the meeting, take notes on what worked. Did your direct report come to any conclusions themselves? How did the dynamic of the conversation change with you as a facilitator rather than a solver?
5. **Follow Up:** End each meeting by asking your direct report how they felt about the conversation. Use this feedback to adjust your approach for next time.

By the end of the week, reflect on these points:

- Did you see a shift in how your direct reports approached problem-solving?
- How did the change in your approach affect the outcome of the meetings?