

Announce One-on-One and Set Expectations with Your Team

Before beginning one-on-one meetings with your team, it's essential to lay a solid foundation by informing your staff about these upcoming sessions. You can announce it in your meetings but it's also good to follow it up with an email to communicate and give it the clarity it needs so people are not going to worry about it. The initial communication is a crucial step in setting the stage for successful interactions.

So here's an example of a message that you could communicate.

Hey team,

I wanted to share some exciting news with you. We're going to start having regular one-on-one meetings! Before we dive in, I'd like to take a moment to explain why we're doing this and what you can expect.

The main goal of these meetings is to create a space where we can have open, honest conversations about whatever's on your mind. Whether it's thoughts, concerns, ideas, or aspirations, I'm here to listen and support you.

What to expect:

- *A dedicated time to talk about what matters most to you*
- *A chance to give and receive feedback*
- *Opportunities to discuss growth and development*
- *Support in overcoming any challenges you're facing*

These one-on-ones are a two-way street. They require commitment, openness, and a willingness to engage in meaningful discussions from both of us. It's all about building a strong relationship that helps you thrive in your role and contributes to the overall success of our team.

I'm really looking forward to these conversations and to supporting you in your career journey. If you have any questions or concerns, please don't hesitate to reach out.

Let's make the most of this time together!

[Your Name]