

## One-to-one

tips to prep for a one-to-one can be found here.

## One-to-Ones

### What is the purpose of a one-to-one? (One-to-two in our case)

*A one-to-one is a powwow between two peeps where you can chat about anything under the sun (or over it, if you're into astrology). It's like a tête-à-tête, but without the fancy French accents. These meetings can be as formal as a job interview or as casual as catching up with an old friend. The goal is to have a heart-to-heart, exchange ideas, and come out with a game plan that works for both of you. Whether you're discussing work stuff or life stuff, a one-to-one is a great opportunity to connect and get things done. So grab a cuppa and let's get to it!*

### Some tips:

- ▶ Set a clear agenda: Identify the purpose of the meeting and make a list of topics you want to discuss.
- ▶ Be organized: Prepare any relevant materials, such as documents or reports, beforehand.
- ▶ Be flexible: Remember that this is an informal meeting, so allow room for improvisation and unplanned discussions.
- ▶ Listen actively: Encourage open communication and actively listen to what the other person has to say.
- ▶ Show appreciation: Take the opportunity to express gratitude and acknowledge the other person's contributions.
- ▶ Be respectful: Maintain a positive and respectful tone throughout the meeting, even if you disagree on certain topics.
- ▶ Follow up: After the meeting, make sure to follow up on any action items and next steps.