Hold Regular 1 on 1s: Application Challenge

Activity Instructions – PART ONE

For this challenge, you will use what you have learned to create your own 1:1 template, unique to you and your leadership style.

During your Leadership Coaching 1:1, your leader will ask questions about your approach and give you feedback on the template.

1 on 1 Template

Feel free to use a template like the table started below; however, know that you are empowered to create the template as you see fit for your leadership style. Be sure to leverage the insights provided in your 6 Critical Practice workbook.

Also, you may want to consider creating a “Team Member Template” if the expectation on your team will be for team members to bring a discussion points, questions and such to the 1 on 1.

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| 1 on 1 Team Leader Template | | |
| Discussion Topic | Example Questions | Additional Notes/ Best Practices |
| Accomplishments / Status Updates | * What’s on your mind this week? * How happy were you this past week? * How productive were you this past week? * What feedback do you have for me? * What can I do to help with your work? * What are you most concerned about? * What’s your biggest challenge? Why? * What’s the biggest opportunity we’re missing out on? * What are we not doing that we should be doing? | How to have hard conversations (don't avoid conflict):   * Focus on what you're hearing - not what you're saying   + tough convos rarely go as planned, so take pressure off yourself, and don't mentally reword thoughts * Begin from a place of curiosity and respect, and stop worrying about being liked   + for both yourself and the other party. Genuine respect and vulnerability produce more of the same: mutual respect and shared vulnerability * Don't put it off!   + It might seem risky to come right out and say something - but often that's just what is needed - The time is NOW (early feedback is best) |
| Project Updates, Goals, Feedback |  |  |
| Roadblocks/Support Needed |  |  |
| Self-Investment Goals/Opportunities |  |  |

Activity Instructions – PART TWO

Now that you have complete Part One, take some time to reflect on this experience.

1. What was the most valuable part of this assignment?

Knowing that 1:1s are a bonding experience with multiple goals: to earn trust, level-set expectations, provide feedback/guidance, offer course corrections, and motivate team members and remind them of self-improvement opportunities. Have the “deeper conversations” as well – career, growth, and personal missions

1. What was the most difficult part of this assignment?

Beginning from a place of curiosity and respect, and stop worrying about being liked - for both myself and the other party. Genuine respect and vulnerability produce more of the same: mutual respect and shared vulnerability

1. What are some questions you would like to explore to better planning and executing 1 on 1s?

* How can I best set up the tone/environment for good conversations?
* Best ways to learn to how approach difficult conversations
* How to open up lines of communication – when the team member won’t acknowledge/engage