

Checklist:

One-on-ones



1. Do it regularly!

The crucial thing about these meetings is that they take place regularly. If you don't do them yet, then you should make the one-on-ones a habit. 30 min per week is optimal. If this is not possible, then do the one-on-ones only every 14 days for 20 minutes - but do them regularly.

2. In private

If possible, one-on-ones should take place in a quiet, relaxed environment. This can, but does not have to be the office. You can also combine such a conversation with a walk together.

3. One-on-ones are employee time.

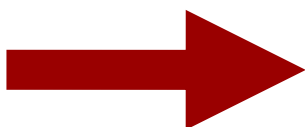
One-on-ones are not about you, they are about your employees. Be really interested in them, in their work and their person.

4. Listen actively!

You want to understand: your employee, his or her point of view, challenges and problems. Ask questions, but always remember: With the One-on-Ones you offer your employee a forum to exchange ideas with you. He or she also wants to hear your opinion, but the most important thing is that he or she can communicate with you.

5. Never skip one-on-ones!

It can happen that an important and urgent appointment comes up in between. But this rarely happens and if it does, postpone the one-on-One. But you never skip it!



For more information:
click here:

<https://berndgeropp.com/one-on-ones>