

# 1-ON-1 CONVERSATION TOOL 1.0

Use this tool as a guide for your regular 1 on 1s.



NAME:

MANAGER:

ROLE:

DATE:

BEFORE YOU START:

- Review previous 1 on 1
- Check you are in the right state of mind
- Ensure you have adequate time
- Ensure you are fully focused and will not be distracted by others or technology

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Leadership Skills for Practical People

<b>DELIVERY OF OBJECTIVES/GOALS</b> How are you tracking on your objectives/goals? What are the enablers or roadblocks and how can you tackle these?	
<b>CURRENT PERFORMANCE</b> What things can you:	Keep doing?
	Stop doing?
	Start doing?
<b>ONGOING SUPPORT</b> What support or direction do you need from me to meet your objectives/goals?	
<b>ANYTHING ELSE</b> Is there anything else you want to discuss?	
<b>THE ONE THING</b> What is the one thing you will have achieved before our next meeting?	