

# FP Weekly Checklist: The Best Way to Have 1:1 Meetings with Your Team Members

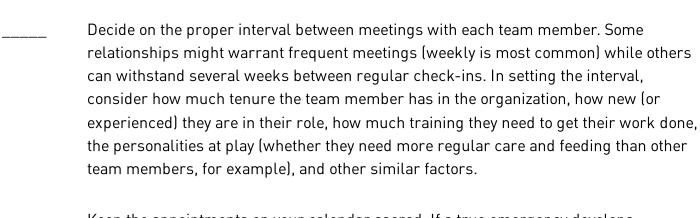
Insights 10.19.23

FP Weekly members receive a practical and cutting-edge checklist of issues to consider, action steps to take, and goals to accomplish to ensure you remain on the top of your game when it comes to workplace relations and employment law compliance. This week we are republishing a checklist of items to consider when overseeing one-on-one meetings with team members – an especially timely topic given how many organizations are preparing for annual evaluations this time of year.

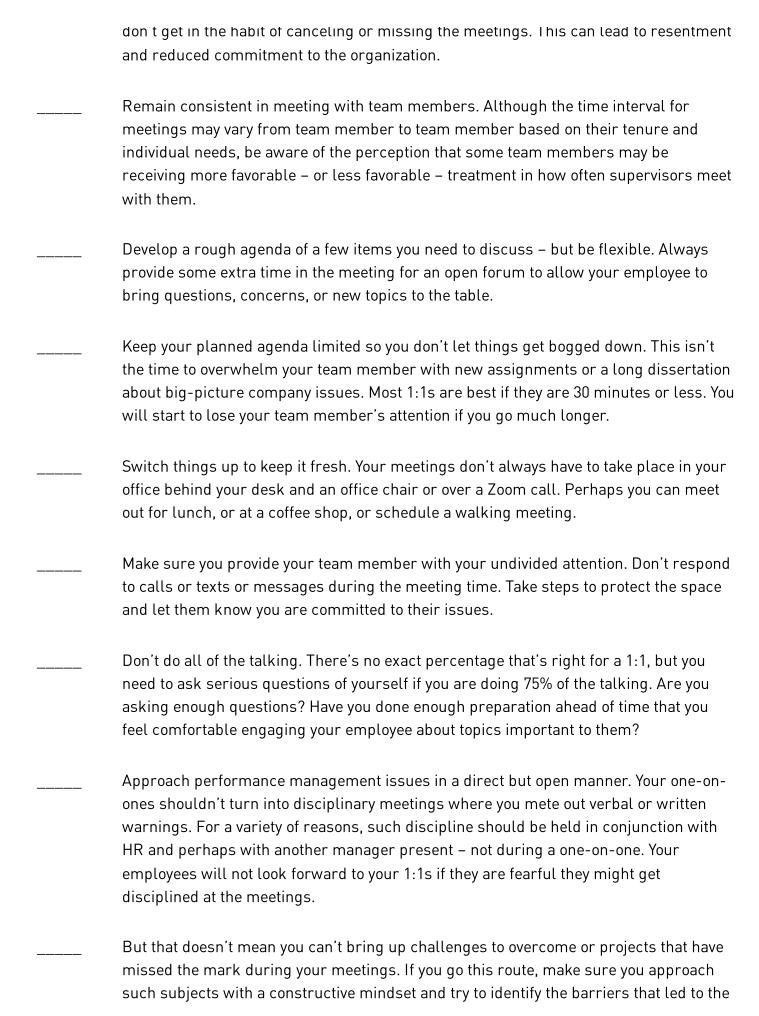
#### Why 1:1 Meetings?

One-on-one (or 1:1) meetings are an essential tool to make sure your organization is operating smoothly and are a crucial part of an effective human resources strategy. They are regularly scheduled meetings – perhaps weekly, perhaps monthly, or at some other regular cadence – between supervisors and team members. The sky's the limit when it comes to setting an appropriate agenda for them, and each relationship warrants its own individual meeting style.

These meetings can be a win-win for your organization. Your supervisors get to test out their managerial skills in low-stress conditions and help build trust with their team members. The employees who are meeting with their supervisors will feel more valued and heard through these regular channels. Through these regular check-ins problems can be addressed before they fester and solutions can be achieved to keep your team's work flowing effectively. As a result, productivity and effectiveness should increase and HR problems should decrease.



Keep the appointments on your calendar sacred. If a true emergency develops, reschedule the meeting later (or earlier) in the day or a day or two in the future, but



problem so they can be fixed as opposed to assigning blame. Quickly pivot the meeting to how you can support them in overcoming these challenges.
 All of these rules might be different if you operate in a unionized environment – or in a workplace in which unions are a topic of discussion. Work with HR to make sure you understand what you can and can't bring up during one-on-ones, especially given the shifting rules on "captive" meetings and the Weingarten doctrine (if you don't know what these things mean, make sure you become well-versed by HR or Legal before you launch into a 1:1 meeting).
 Start by connecting with them on a human level. Ask how they are doing and take sincere interest in their response.
 Ask how things have been going since your last meeting. Specifically ask whether you are providing sufficient guidance and direction to enable them to do their day-to-day job.
 Check in with your team member on their job satisfaction. Are there new skills or tasks they want to take on? Are there new responsibilities they want to add (or existing ones they want to shed)? Are they feeling empowered?
 Determine whether any roadblocks to success exist that you could assist with.
 Ask if they have any suggestions for improving workflow or their work process.
 Follow-up your 1:1 with a quick email summarizing items you have covered and laying out specific and concrete action items that you and/or your team member will take.
 If you discuss problems to be solved or challenges to be overcome, make sure you note them in your email – these could be helpful later on if the problems don't resolve and you need to take the issue to the next level with HR.
 Conversely, if you promise your team member you will address a problem they are having but don't follow up on it, you will lose their trust and could lose them altogether.
 And closing the cycle, make sure to prepare for your 1:1 meeting before it begins – if even for just a few minutes. Review the last few recap emails to remind you of what you and your team member talked about at the very least. You may even ask your direct report to provide you a quick email in advance with any topics they want to follow up on

to aid you in your preparation.

### Conclusion

We will continue to provide weekly checklists to assist employers in their workplace law compliance, so make sure you are subscribed to Fisher Phillips' Insight system to keep up with the most up-to-date information. Please contact your Fisher Phillips attorney or the authors of this Insight.

## **Related People**



George A. Reeves, III Partner 803.255.0000 Email

### Service Focus

Counseling and Advice
Labor Relations