

TOP TIPS FOR CONDUCTING EFFECTIVE 1:1S DURING COVID-19



- 1** Dedicate the time to conducting the 1:1, don't cancel unless it is unavoidable, engagement is crucial right now.
- 2** Set expectations from the beginning – phone/video call, duration, agenda items etc.
- 3** Now more than ever there is a need to focus on the person as much as the work, this needs to form a large part of the 1:1s
- 4** Listening is key, don't assume because everyone is in the same boat that they are 'managing' the same.
- 5** Lighten the mood, bring some fun into the 1:1 – bring your dog, bring a coffee etc.
- 6** Communicate the good, the bad and ugly of any developments, be honest and have the difficult conversations if they need to be had – organisational change, cost reductions etc.
- 7** Use the following questions as a guide:
 - a. What's going well this week, what have you achieved?
 - b. What's been difficult?
 - c. What's the goal for the week ahead?
 - d. What can I do to support you?
 - e. Is there anything else you would like to chat through?
- 8** Follow up, if there are any action items share in a follow up email and agree on timelines
- 9** Remind the employee on the importance of taking time away from the 'workspace' for their own mental health and wellbeing
- 10** Book in date for the next 1:1 and invite employee to reach out before then with any questions.