1-2-1 MEETINGS

This is a meeting with your direct report and/or your boss.

The purpose of the 1-2-1 meeting is to build rapport and ensure all projects stay on course to timely completion.

Guidelines for successful 1-2-1 meetings:

1. Hold the 1-2-1 meetings every week.
2. The suggested length of time for a 1-2-1 meeting is 15 minutes.
3. The 1-2-1 meeting is not a processing meeting.
4. The agenda is developed by the direct report.
5. Insist this meeting be held even if out of town.
6. Schedule the next 1-2-1 before this meeting ends (if not set for a certain day and time).

Partial agenda for the reporting part of the 1-2-1 meetings:

1. Review any committed-to action items delegated during the prior 1-2-1 meeting. *(surprises of non-performance are not allowed)*
2. One success with few details.
3. One challenge with a solution with few details.
4. Review of current status, relative to the plan, for each project.

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