



The Elements of a Great 1:1 in Action

The elements of a great 1:1 are Connection, Inspiration, Alignment, and Feedback. Let's put those elements into action!

Element	Try this:
Connection	<ul style="list-style-type: none">• Learn about your direct reports' interests outside of work.• Get to know each other on a more personal level.• Ask about what your direct reports appreciate about their job.
Inspiration	<ul style="list-style-type: none">• Share stories about experiences and lessons learned in your own career.• Collaborate and exchange ideas when tackling a problem.• Offer to introduce your direct reports to people who can help them further their careers.• Give your direct reports projects that align with their long- and short-term career goals.
Alignment	<ul style="list-style-type: none">• Discuss your direct report's progress against goals.• Sync up on projects and to alignment about priorities.• Share information about upcoming projects.• Make sure your direct reports are doing the things that they need to be doing to be successful.• Be future-focused and determine action elements for your direct reports to practice.
Feedback	<ul style="list-style-type: none">• Share feedback on work your direct report has completed and their accomplishments.• Identify challenges and find and cultivate opportunities for growth.• Talk about the factors blocking your direct reports' performance and how they can overcome them.• Ask for feedback on what you can be doing differently as a manager.