UNIVERSITY OF TORONTO | Centre for Learning, Leadership & Culture

1:1 Discussion

Connect, Be Curious, Collaborate

GET CONNECTED

- Discover their bigger picture
- Create a caring and inclusive space

- Assume and tell less, instead, ask more.
- Check in and show interest.
- Share something about yourself to build comradery and trust.

SUCCESSES

- Celebrate successes
- Acknowledge their strengths

- What went well this week? What can we celebrate?
- Highlight their successes and thank them for their work.
- Ask them to identify the skills or strengths they used to be successful.

ESTABLISH OUTCOMES

- Highest/lowest priorities

- Ask them what they would like to accomplish within this time?
- What's most important right now?

GETTING REAL

- Deliverable/Goal status update
- Challenges and roadblocks
- Which strengths could they use?
- Potential solutions

- Discuss deliverable/goal progress since the last meeting.
- Is their workload feeling manageable?
- Ask them what could be going better? What's been challenging for them?
- What questions and/or gaps are emerging?
- How can their strengths overcome roadblocks?
- Partner to identify possible solutions.

DEVELOPMENT

- Development opportunities
- Future career growth
- Update IDP progress

- Ask them what are they enjoying the most? What is catching their interest?
- Consider new opportunities for further learning, development and growth.
- Revise/Update their IDP (as needed).

NEXT STEPS

- Employee next steps
- People Leader next steps

- What are their actions/commitments before the next meeting?
- How can you and/or the team support them?

Date: _____ People Leader: _____ Employee: _____