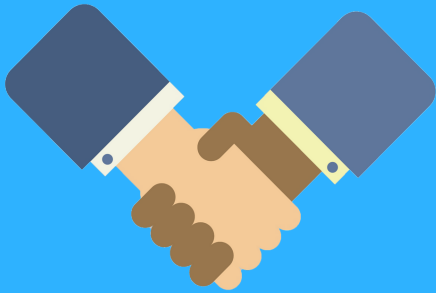
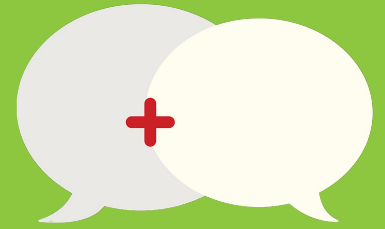


# 5 C's of Successful 1:1 Conversations

How 1 Meeting Every Other Week Can Make All the Difference

## COMMUNICATION

Schedule the 1:1 check-in and write an agenda of topics to discuss



## CONNECTION

Build a strong supervisor-employee relationship through trust and openness

## CELEBRATION

Recognize accomplishments, progress on goals, and what worked well



## COLLABORATION

Work together to resolve obstacles and improve processes in future

## CONFIRMATION

Schedule next meeting and agenda, agree on next steps and actions to take



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