

AGENDA FOR ONE ON ONE MEETING WITH ONE OF YOUR DIRECT REPORTS

From Essential Supervisory Skills Coaching Class

Connection with staff members

Status of goals/projects assigned to staff member

- Staff members should be tracking their own projects/goals, not you tracking for them unless there is a performance problem.
- For a higher level staff, you may want to ask her to come in each time with a written update.

Value-added feedback from you to staff member

- Think about things that went well/did not go well and give value added feedback so your staff member can know your expectations and be successful.
- Ideally you are doing this at the time events happen, but this is a chance to catch up on things that you missed.
- Critical to do this for a new staff member to get him on track and educated as quickly as possible.

New tasks to delegate to staff member

- See “The Steps of Successful Delegation” and “Levels of Delegation” handouts.

Any issues employee wants to discuss

- You need to ask for value added feedback from your employees and listen to it.
- This question is critical for any employee with performance issues so you can document that they did/did not bring up issues and how you handled them.

Any news you need to convey

- Tell your staff member what is happening in the organization or in your unit that the staff member should know or would be interested in. It will help her feel part of the larger organization and understand the context for their work.

Confirm who does what by when

- Do this in writing if the employee has any performance issues, otherwise this can be done orally. Then you need to keep your commitments!