

FREE GUIDE

# Acing 1:1 Sessions



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*Pause,*

# Want to ace 1:1 sessions?

## 5 EFFECTIVE QUESTIONS FOR YOUR NEXT SESSION

Welcome to your essential guide on conducting effective one-on-one meetings with your team members. These sessions are invaluable for fostering strong relationships, ensuring alignment, and promoting professional growth within your team. This guide aims to equip leaders like you with the necessary tools and questions to make each 1:1 meeting both impactful and insightful. By the end of this guide, you will be better prepared to engage in meaningful dialogue that motivates your team members, identifies and overcomes obstacles, and drives collective success.





# Effective Questions



## What were your wins since our last conversations?

Celebrating wins - This question helps set a positive tone for the session. Encourage your team member to share both big and small victories. This boosts morale and allows you to understand what motivates and engages them.

## How are you tracking your professional development goals?

Professional development tracking - Expand on this by asking about specific actions they've taken towards their goals and any support they might need. This shows your investment in their growth and helps you tailor development opportunities to their needs.



## What are the top 2 or 3 challenges you are facing now?

Identifying challenges - Ask them to elaborate on how these challenges impact their work and well-being. This discussion can lead to collaborative problem-solving and shows your commitment to removing obstacles in their path.

# Effective Questions



## What is your current level of engagement?

Engagement levels - Dive deeper by asking what factors are enhancing or hindering their engagement. This can help you gauge morale and identify changes that might improve their work experience and productivity.

## From your perspective, how is the team doing?

Team dynamics - This question allows team members to share their views on team dynamics and collaboration. It's also an opportunity to gather feedback on what could be improved at the team level to enhance performance and satisfaction.



## Bonus tip

Enhance communication during your 1:1 sessions by employing reflective listening techniques.

- Paraphrase
- Ask for clarification
- Acknowledge emotions



# In Closing

Remember that the end of each 1:1 session is as crucial as the beginning. Always wrap up with a quick summary of what was discussed, including any action items you both agree to undertake. Express gratitude for their honesty and openness, and reinforce your support for their continued success.

Lastly, encourage an open door policy, letting your team members know they can approach you anytime should they need guidance before the next scheduled 1:1. This ongoing support will strengthen the trust and rapport you build with each individual, which is essential for sustaining a motivated and engaged team.

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