



Quick Guide to 1-on-1s

Quantum Workplace's 1-on-1s make it super easy to facilitate discussions between employees & managers.

Suggestions to help you have more thoughtful 1-on-1 discussions:

- 1. Initiate early.** Initiate an online 1-on-1 at least 48 hours ahead of the meeting.
- 2. Take time** to complete your 1-on-1 form. Review your recent activity to highlight any recognition, goals, or prior feedback that could help further the conversation. Don't hesitate to share the good and the bad. The sooner you address opportunities with your team the quicker you can move past this feedback.
- 3. Come prepared.** Ask yourself a few questions:
 - What topics are we in alignment on?
 - Are there disconnects in our discussion points?
 - Do I need to share additional information prior to our conversation?
- 4. Have a face to face conversation.** Use the tool to support in-person meetings.
- 5. Create a plan for next steps.** 1-on-1s are most effective when each team member can summarize the discussion and take action on next steps.

Highly engaged organizations rank 1-on-1s as the **#1** communication strategy.

Questions? Check out our 1-on-1 Help Library:
<http://bit.ly/2t69tKu>