

The 6-Point 1 on 1 Agenda Every Manager Should Follow



67%

Employees who get [2x the number of 1 on 1s](#) with their manager than their peers are 67% less likely to be disengaged.

15%

[Only 15% of employees](#) who work for a manager that doesn't prioritize 1 on 1s are engaged.

3x

Managers who prioritize 1 on 1s see [3x the engagement](#) from their employees.

The employee and manager relationship is critical to retention, productivity, and overall employee satisfaction. So why, when those relationships are so important, do we still wonder how to do a 1 on 1 and why do 1 on 1s matter? When you can standardize the 1 on 1 experience for everyone at your business, your chances of elevating those relationships across the org rise exponentially.

Why are 1 on 1's important?

1 on 1s can identify problems before employees quit or need to be let go.

[More than 50% of employees](#) who leave their jobs voluntarily say that their manager or the business could have done something to prevent them from leaving their jobs.

1 on 1s set the groundwork for a positive manager and employee relationship.

[82% of employees](#) report that if they had a bad manager, they would quit.

1 on 1s offer a standardized way to discuss priorities, goals, and feedback.

[65% of employees](#) say they want more feedback than they're currently getting at work.

Set an agenda in advance to ensure your 1 on 1s are productive and efficient. Consider the following 6 prompts to hit all of the important topics:

1. Personal follow-up

Start every 1 on 1 with an icebreaker to get the conversation going. Ask your direct report about their recent vacation, how the kids are doing in school, or the new rock-climbing gym they just joined. Whatever you ask, be curious about their life and show genuine interest. Ask follow-up questions and go beyond the normal "How was your weekend?"

Ready to upgrade more than just your 1 on 1s? Build better connections and culture with Motivosity.

Create even more impact on retention, productivity, and employee satisfaction with Motivosity, the employee experience platform that helps you create and foster connected, winning cultures. With Motivosity, you can make your employees' experience at work more meaningful, get real-time insights into employee engagement, help managers create the right habits focused on employees, and build a community of connection and gratitude with peer-to-peer recognition.



Find out more about Motivosity

Watch a Demo

2. Priorities

Walk through the priorities for the week and then shift to long or mid-term priorities to help employees see their impact on the big-picture vision of the business. If employees are struggling or overwhelmed with their workload, this is a good time to pick 2-3 things to focus on for the week.

3. Feedback for your employee

Deliver any constructive suggestions that your employee needs this week. At this point in the agenda, it's a good time to recognize the work that's going well, offer advice on how to improve, and ask what resources they need from you or the business to keep making good progress.

4. Feedback for the manager

Model a culture of communication by asking for feedback from your direct report whether that be positive or negative. Give each employee a chance to speak up about your management style, how their workload is impacting them, and any other feedback they want to share about the organization. Always ask follow-up questions so you can evaluate the feedback and adjust.

5. Career aspirations

Invest in your employee's future by checking in on their career aspirations during each 1 on 1. Talk through how the things they're working on now impact their career progression and ask how you can help them achieve their goals and how to help them find projects that align with their aspirations. By offering your help, you can build a better bond with each employee and elevate your team by improving everyone's skillset.

6. Appreciation for good work

Express gratitude for all of the good things your employee is doing. Verbal appreciation from managers can often do more for employees than a raise. Avoid sweeping generalizations and deliver praise in an authentic way. Get specific about the things you appreciate and then, if you want to take it to the next level, make sure leadership knows the great things your employees are doing, whether it's a public or private acknowledgment.