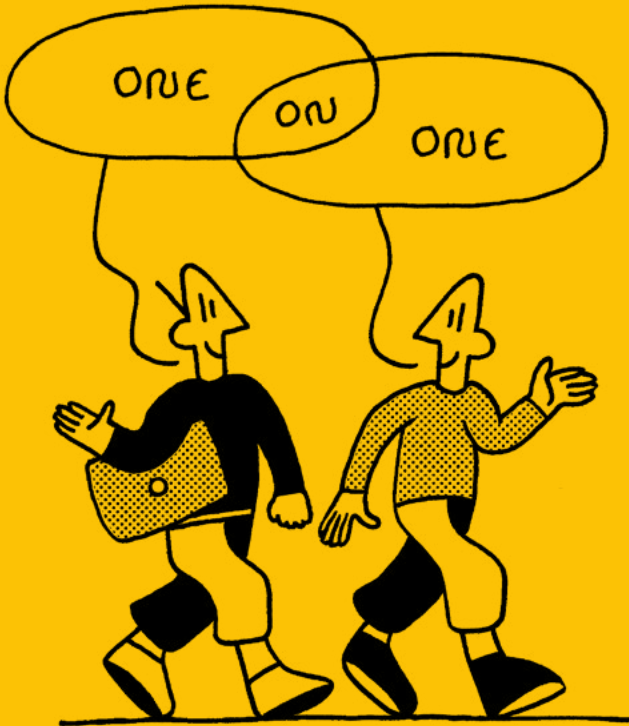


Officevibe

Your go-to guide for efficient one-on-ones



One-on-one meetings are among the most important tools a manager has. They're a time to check in on your team members, touch base on their workload and deliverables, exchange feedback, and offer your support where they need it.

2/18

The tricky part of one-on-ones is keeping track of all the moving pieces with each team member, picking up conversations where they left off, and seeing the action items you set through to completion.

This handy little guide covers everything you need to do before, during, and after each one-on-one to keep them productive and driving employee performance.

3/18

Did you know?

TIP

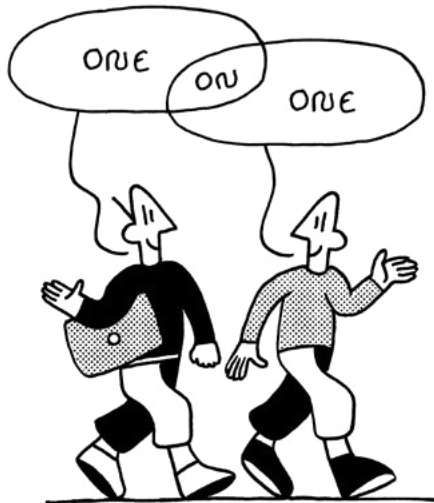
You can use software to prep, track, and follow-up on your 1-on-1s. Officevibe's free, complete 1-on-1 tool lets you and your team member add points to your 1-on-1 agenda, set trackable action items to ensure follow-through, and write wrap-up notes so you never forget what was said. With talking points and action items that carry over week to week, planning is quick, and each conversation stays focused.

[Try it free!](#)

What's in the guide

- Before: continuity and preparation are key
- During: be positive, present, and proactive
- Simple structure for effective one-on-ones
- After: keep track and put action to intention
- Additional resources

4/18



Before: continuity and preparation are key

One-on-ones need a sense of continuity from one to the next. You want to follow up on what was discussed in your last conversation, and ensure the action items you set haven't gotten lost in the hustle bustle.

5/18

Have a recurring meeting

When you and your employee both know you'll be chatting over coffee every other Thursday, it reduces your back and forth on non-urgent subjects, making your ongoing communication more efficient. Plus, it creates checkpoints for accomplishing smaller steps towards bigger goals, so employees feel equipped and supported to reach those larger objectives.

6/18

Prepare in the flow of your work

Have a designated location where you and your employee can note talking points for your next meeting as they come to mind. This means you won't forget any of the important issues, and your time will be used on productive discussion. You can build agendas collaboratively using [Officevibe's complete 1-on-1 platform](#) or the communication software of your choice.

Pick up where you left off, every time.

Officevibe stores your 1-on-1s in a single place. With talking points and action items that carry over from meeting to meeting, along with wrap-up notes that help you remember what was said, Officevibe makes every one-on-one part of a broader conversation.

Try it free!

7/18



Officevibe's 1-on-1 tool centralizes your notes & makes sure you get results.

Before Build your agenda with your team member

Alexy Hachey Account specialist

1-on-1s | Action items | Goals

General check-in

Sharing with Alexy

Add a talking point

How are you?

What are you working on? Do you need help?

Can we talk about my responsibilities?

Are you ready to set a new goal

During Assign action items

Alexy Hachey Account specialist

1-on-1s | **Action items** | Goals

Action items [+ New action item](#)

- Investigate new software for remote presentation
- Bring suggestions forward to procurement

WRAP-UP NOTES

How would you summarize the meeting?

Alexy is doing well in spite of the remote context. He would like to investigate better software for remote presentations.

Any notes that you want to add for yourself?
[+ Add private note](#)

After Keep notes to pick up where you left off

During: be positive, present, and proactive

This is your employees' time to catch you up to speed, share their victories, and ask for your help when they need it, so you want to create the right environment for open communication and honest feedback.

9/18

Set a positive tone

Approach the conversation with curiosity, focus on strengths, and think of each talking point as an opportunity. Start your meeting with something personal – try sharing the last thing that made you laugh or smile, and ask your employee to share on their end, too. A little bit of positivity can go a long way.

10/18

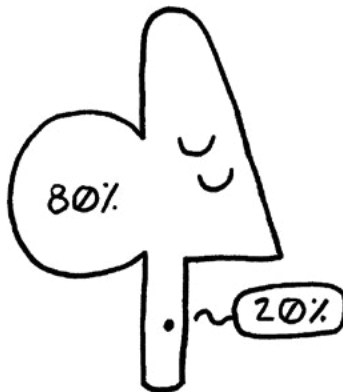


Be present for your employee

Put your phone away, turn off your notifications, and make a point of being present for your employee. Be open to hear what they have to say with the intention of understanding, and aim to listen 80% of the time and speak only 20% of the time. Don't feel the need to fill every silence – giving people time to think can help them work through things on their own.



11/18



Make feedback forward-looking

When you share feedback, frame it in a way that highlights how they can use it in their upcoming work or responsibilities. If they were too granular during a cross-team update meeting, suggest that they orient their presentation around high-level objectives next time. If they created a great system for keeping documents organized, ask them to share it with the team so everyone can benefit from it.

12/18

Turn feedback into results

The best way to learn from feedback is to put it in action. Once you've delivered a piece of feedback, try assigning an action item that will help your team member apply what they've learned. Officevibe's 1-on-1 tool lets you assign trackable action items during and after 1-on-1s, so you'll know that your feedback hit home.

[Try it free!](#)



Use this simple framework to have the best one-on-one conversations.

Informal check-in | 5 min.

Touch base on a personal level with your employee to see how they're doing and gauge how they're coming into the conversation.

Workload & deliverables | 30 min.

13/18

What's been accomplished and what's coming up in the pipeline? Share feedback and flag any potential road-blocks or concerns.

Open discussion | 15 min.

This is the time where your employee can bring up whatever's on their mind that you haven't discussed yet.

Wrap-up and set action items | 10 min.

Summarize your discussion and note 2-3 action items to tackle before your next meeting.

After: keep track and put action to intention

Perhaps the most important part of one-on-ones is what comes after. How will you and your employee turn your great discussion into action?

14/18

Make a space for your notes

Take notes, but don't let them get buried in your Slack messages or lost in multiple files or notebooks. Make a designated space specifically for note-taking in one-on-ones, so you never have to wonder where you wrote down what again.

Set next steps to follow up on

At the end of every one-on-one, set clear next steps and action items for you and your employee alike. Add them as a talking point in your next agenda, so you can be sure to check in and hold each other accountable.

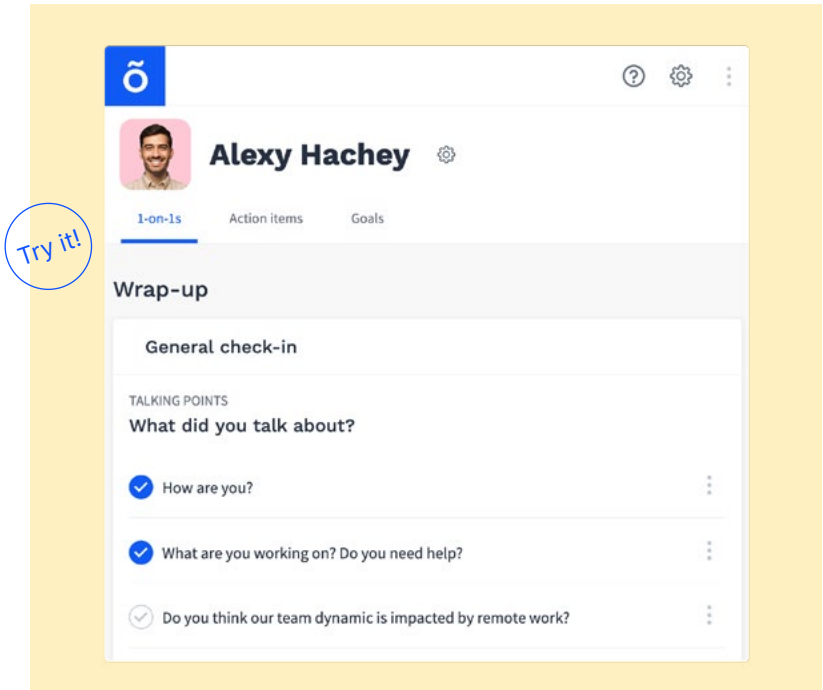
15/18

Refer back to every conversation with a click

Officevibe lets you keep tabs on everything that's been said. By giving each team member their own 1-on-1 space, you have a single source of truth for every one of your conversations & commitments—so you never forget about that thing you said you'd do.

Try it free!

16/18



Additional resources

Here are some of our favourite one-on-one and feedback resources, bundled up for future reference.

- [Officevibe guide | 1-on-1 meetings: a manager's complete guide](#)
- [Officevibe blog | The ultimate 1-on-1 meeting template](#)
- [Officevibe blog | 5 ways to keep remote 1-on-1 meetings fresh and functional](#)
- [Officevibe guide | Employee feedback demystified](#)



õfficevibe

