

MTD Quick Tips

Effective One To Ones

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Effective One To Ones

Do you hold weekly, monthly or quarterly one to one meetings with your direct reports?

You may not even hold them at all!

Want some tips on how to run them more effectively?

You do?

Great! Then read one...

One of the topics that I like to include in most of our management courses are how to run regular one to one development sessions with your staff.

Notice how I say "regular" here!

They are not meant to be "every now and again" or "when we can find the time".

By making a commitment to your direct reports that you are going to invest some of YOUR TIME in them at regular intervals shows to your staff that you are on their side and that you care about their self-development.

It also improves their motivation and their performance too.

So here are some of my top tips to make them more effective....

1. Ask your direct report to own the sessions

Get your member of staff to book rooms, schedule the meetings and take ownership of the agenda.

I recommend monthly one to ones for 40-60 minutes.

1 week before the meeting your direct report emails you the topics and updates they want to cover and you send them what you would like to cover.

Both of you go into the meeting 100% prepared with the agenda so that you can both focus on what needs to be discussed.

2. Ask for self-assessment

The first thing you should do in a one to one is to ask your direct report for their input as to how they see their own progress and how they feel.

Get them to open up. Ask questions about what they say.

They will feel that you are really taking a genuine interest in them because you are concentrating on their agenda and not yours and to them theirs IS MORE IMPORTANT THAN YOURS!

3. Give your feedback

Tell them what they have done well and what progress they have made since the last one to one.

Ask them whether they would do anything differently if they could have the month again?

Provide them with feedback on the outputs that did not go so well but put a positive slant on it. i.e "What can we do to improve?" rather than "You did wrong"

4. Focus on action

Ask what action points both of you can take away from the session for next time. What is needed? Can you help? etc

5. Ask your direct report to summarise the session

By asking your staff member to summarise the meeting and the action points it:

a. makes sure that they have listened!
b. will make sure that they listen in future meetings!
c. promotes ownership on them to take more responsibility
d. develops their skills
e. clarifies everything that needs to be done
f. both of you have the same understanding
g. lightens your workload!

Okay, that's a very brief overview of how to make your one to ones more effective.

I hope you find that useful?

As always if you have got any questions for me or want to speak to me or any of my team about any training courses you might be interested in, please just shout!

In the meantime, take care of yourself.

Live, love and laugh

Sean

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About Sean McPheat



Sean McPheat

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Founder and MD of international management development firm MTD Training, Sean McPheat is widely regarded as a leading authority on modern day management and leadership.

Sean is a bestselling author, and has been recognised for his own business building skills through the **British Business Awards** and has been featured in the **Who's Who Of Britain's Business Elite**.

He has been a regular judge for the UK's Young Enterprise Programme but was not as horrible as Simon Cowell (well almost!)



Sean has been featured on **CNN International, the BBC, SKY, ITV, The Guardian, Forbes, Arena Magazine, Marketing Weekly, Business Zone, Winning Edge** and radio stations such as BBC WM and LBC (London's Big Conversation).

Sean has over **250 media credits** to his name and his weekly email tips go out to over **60,000 people** interested in management and development strategies.

Sean is also a **much sought after media figure and motivational speaker** on all topics related to management, HR, business improvement and entrepreneurialism.