COACHING

One on One Meetings

Coaching for 1:1 Meetings: Here are some thought provoking questions to use in your one on one meetings.

- What was the best thing that happened in the last month (week, day, etc.)?
- As we discuss your annual expectations, let's consider the following:
  - What's your greatest challenge?
  - What's the one thing you need to do to move this expectation forward?
  - What expectations do others have for this goal? What do you need to do to meet/exceed their expectations?

Other questions you might consider during the conversation -
- What will make this a successful project?
- How can you exceed expectations for this project?
- What do you need to avoid in order to meet expectations?
- What barriers might you run into?
- What should a stretch goal be for this initiative?
- As you consider this project, what else will help you meet expectations?

Providing feedback -
- Your work this week fell short of expectations because…..
- Based on what you described today, it appears that you are on track to meet expectations. This update makes me feel confident that you will accomplish what you set out to do.
- I noticed in our team meeting you said "I haven't had time to work on this". It makes me concerned that you won't meet the expectations for this initiative.
- You've completed two of your expectations. It makes me wonder if you'll be able to exceed expectations this year. Tell me what you are thinking.
- This work (describe) to date significantly exceeds expectation because (describe specific behaviors and outcomes).
- In the meeting when you cut off people when they were sharing their opinions, it made me feel concerned because of the inconsistency with our values.
- When you stepped up to help the other team, it made me proud that you were demonstrating role model behaviors. You exceeded my expectations.

Be sure to end each meeting with next steps and accountability.
- Between now and our next meeting, what will you do to move this forward?
- At our next meeting what should I expect?
- What interim check points should we have in place?