One-on-One Meeting Preparation

To help ensure productive and action-oriented meetings in person or remotely, it is helpful to use structured tools to support coaching and general check-in conversations. The frequency of those meetings may span every few days, particularly for remote staff, for which the objective or outcome is to provide coaching on a project or deliverable, general performance check-in, skill development, individual rapport or team building, or support during this unprecedented time.

Once you have scheduled a coaching or check-in meeting with your manager or direct report, you may wish to answer the following self-reflection questions to prepare for your conversation:

1. How am I, today, right now? How has my week been?

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2. What do I want to get out of the call today?

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3. What projects, activities or actions have I completed since our last meeting?

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4. What were my wins/challenges?


5. What do I share is the goal of today’s meeting?


When you begin your meeting share your response to question #5 which will help establish clear meeting goals and shift your focus from other distinct topics.

Managers may refer to the GROW Coaching Model video on LinkedIn Learning for further guidance on facilitating effective coaching conversations with remote staff.