
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?

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

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

4. What were my wins/challenges?

5. What 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.