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# **1:1 Agenda Template**

Use the 1:1 Meeting Agenda Template on the next page to help facilitate your one-on-one discussions and increase meeting effectiveness.

****The creation and maintenance of these agendas should include both Manager and Employee input, as this agenda needs to work for all parties involved!

**When preparing for a 1:1, consider…**

**Employee:**

* What do you believe is important to share with your manager?
* What is something you’d like to share with your manager that they haven’t asked you?

**Manager:**

* Listen more than you talk. Remember the 80/20 rule: Listen 80% and talk 20%.
* Create a welcoming and safe environment for your employee.
	+ - Ask your employee what this looks like for them.

**While having a 1:1,**

* Remove distraction and focus entirely on the 1:1.
* Start by connecting on a human level.
* [Acknowledge and Validate](https://www.cityofmadison.com/human-resources/documents/mentoring-program/Acknowledge%20and%20Validate.pdf) employee. *(Created by the HR-OD Team).*
* Avoid focusing solely on immediate tactical issues.
* Check out some examples for [One-on-One Questions](https://hypercontext.com/blog/meetings/121-questions-for-one-on-one-meetings).

**Other Items Included in the 1:1 Agenda Template:**

* **Cadence:** To be determined between Manager & Employee.
* **Purpose:** This should be defined and agreed upon by the entire team, Manager + all team members.
	+ *Example: “Devoted time for each \_\_unit/department name\_\_ team member to share progress of goals, projects, successes, and challenges with \_\_unit/department name\_\_ Manager.*
* **Team Agreements:** Create meaningful Team Agreements together as a team and including these with your agenda.
	+ *Example:* “Come Prepared, Share Time, Name and Review Action Items, Use this Template”
	+ *Another Example: See image.*
* **Self-Reflection:** Take this opportunity to reflect on the positive aspects of your work and how you are showing up in relation to the [City Employee Core Expectations](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Core.pdf).

**Looking for More Tools & Resources Like This?**

Check out Organizational Development’s [Toolkit](https://www.cityofmadison.com/human-resources/organizational-development/toolkit), [Additional Learning Resources](https://www.cityofmadison.com/human-resources/organizational-development/additional-learning-resources), and [Online Courses](https://www.cityofmadison.com/human-resources/organizational-development/courses/online-courses). Or, if you have a suggestion for a new resource, share it with us at OrganizationalDevelopment@cityofmadison.com.

**1:1 Agenda Template**

**Cadence:** *\_\_\_\_\_\_\_\_\_to be determined between Manager & Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Purpose:** *\_\_\_\_\_\_\_\_\_to be determined by Team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Team Agreements:** *\_\_\_\_\_\_\_\_\_to be determined by Team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| --- | --- | --- |
| **Topic** | **Notes** –*Type Here During 1:1* | **Action Items** |
| **Follow-Up on Action Items from Last 1:1*** *List Any Here*
 |  |  |
| **Check-In:**1. What was *at least* one win for you in the last 2 weeks?
2. What are your priorities for the upcoming 2 weeks?
3. Any schedule outages for the upcoming 2 weeks?
4. Any frustrations/challenges in the last 2 weeks?

*Note, above timeframes will shift depending on what cadence you set.*  |  |  |
| **Self-Reflection tied to** [**City of Madison Core Expectations**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Core.pdf)*– Choose one to reflect on this week.* * [**Service**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Service.pdf) – I serve coworkers and members of the public in a kind and friendly manner.
* [**Communication**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Comm.pdf) – I listen carefully and communicate clearly.
* [**Teamwork**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Teamwork.pdf) – I work with others to learn, improve, and solve problems.
* [**Equity & Inclusion**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-EquityInclusion.pdf) – I treat everyone as they would like to be treated.
* [**Stewardship**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Stewardship.pdf) – I care for the people, resources, community, and environment – that I am trusted to protect.
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| **Work Plan Progress** – *Pull up your unit/department work plan and review/walk-through progress. Discuss any areas of concern/highlights.* |  |  |
| **Cross-Unit/Department Interactions** – *Share meaningful interactions within your unit, with other units or departments, and how those may relate to or impact City Priorities.*  |  |  |
| **Manager Items** – *Items Manager needs to follow-up on or share with Employee* |  |  |