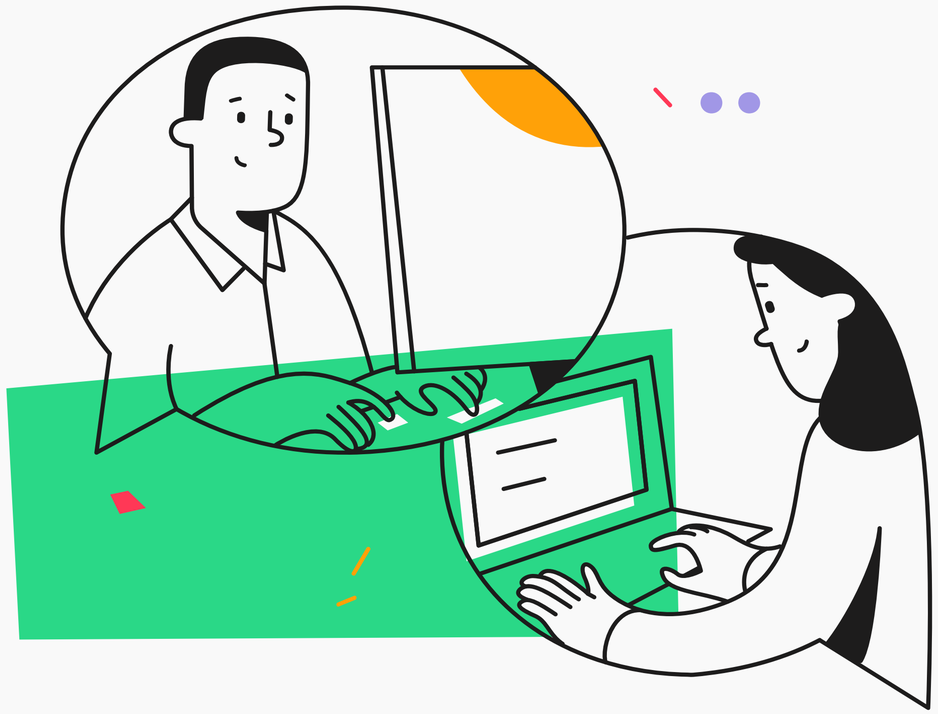
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How to conduct an **effective one-to-one meeting**?

A simple method to create a space of trust, open dialogue, and growth.



A one-to-one **shouldn't be a tool for the leader to exercise control**.
It should be a space dedicated to the other person — a moment to share progress and ask for support, if and when they need it.

Follow these steps to run an effective one-to-one! 👇

1 Clarify what you expect from the one-to-one

Explain it clearly to your direct report.
It's **their space**, not yours — so **they should come prepared** and, most importantly, **take the lead** in managing the time they have.

2 Help the other person distinguish between different scenarios

There are two directions a one-to-one can take:
If everything is going well → it's a chance to keep you updated.
If something's not going well → it's the right time to ask for support

3 Remember: as a leader, your role is not to control the meeting.

Your job is different:
✓ **Offer feedback** — on both goals and observed behaviors.
✓ **Help unblock complex situations**, especially when there are organizational constraints the other person can't overcome alone.
✓ **Be available when challenges arise** — your support is key to turning obstacles into opportunities for growth.