

Leader's One-on-One Checklist

A practical guide for intentional, high-impact one-on-one conversations.

Before the Meeting – Mindset & Intent

- The meeting primarily serves the employee
- I am mentally present and distraction-free
- I am curious, not solution-driven
- I am prepared to listen more than I speak

During the Meeting – Leadership Behavior

- I create space before jumping into content
- The employee leads part of the agenda
- I balance task, development, and human connection
- I slow down when conversations matter

Conversation Themes – Rotate Over Time

- Guidance and practical support
- Priority clarity and expectations
- Strategic context and alignment
- Growth, strengths, and development
- Feedback and calibration
- Relationship and trust
- Mutual support

Closing the Meeting – Execution

- We agree on 1–2 clear takeaways
- Ownership and next steps are explicit
- I ask what would improve the next one-on-one

After the Meeting – Leadership Discipline

- I follow through on commitments
- I reflect and adjust
- I treat one-on-ones as a leadership practice