



One-on-One Email Template

How to get your employees to buy into One-on-Ones: Use the cover letter provided to email to your employees to explain the process



The Benefits of Regular One-on-Ones:

One-on-Ones are a trainable, formulaic method to effectively and efficiently develop good relationships with your directs. When done effectively, one-on-ones are also a communication channel – a chance to develop your staff, improve their performance and delegate work to them.

“Managing Made Easy”



How to Build Functional Employee Relationships and Communications



Free One-on-Ones Mini Course

3 Steps to Easy 1 on 1's for Bosses

How to Have Life Changingly Good One-on-Ones

The One-on-One meeting is the heart of your managing practice because you can take care of almost all of your management duties in one go. Find out how to run a One-on-One Meeting that is so good it will change your life and put you on a path to Manager Nirvana.

For New and Experienced Managers

This mini-course is packed with heaps of best practice that will:

- Save your management time
- Motivate your employees to achieve results and
- Give you confidence and peace of mind

Register Here: <http://managerfoundation.thinkific.com/courses/3-steps-to-easy-one-on-ones>

One-on-Ones for Employees

You know how you wish you:

- Had a better relationship with your boss,
- Got recognition for your accomplishments,
- Didn't get drawn into reactive firefighting.

Well you don't have to wish any more because you have the power to take control of your relationship with your boss. Your boss can't give you guidance or recognize your achievements based on what they don't know. That's why you must have one-on-ones with your boss even if they don't ask for them. Not only will you get better bonuses and promotions, you will also create a more rewarding and harmonious work environment.

How to Have Life Changingly Good One-on-Ones

This mini course is packed with heaps of best practice that will show you how to:

- Plan in advance for your one-on-one meetings with your boss,
- Follow a structured agenda for your one-on-one meetings,
- Keep track of objectives and deliverables.

Register Here: <http://managerfoundation.thinkific.com/courses/one-on-ones-for-employees>



How to Build Functional Employee Relationships and Communications



Tips for Efficient One-on-One Meetings

When:

- One-on-ones are most effective when they are scheduled regularly. Have one-on-one meetings with each of your direct reports every week.
- Aim for consistency. If you can't make a one-on-one meeting, don't cancel – reschedule.

Where:

- One-on-one meetings don't have to be formal – have them in your office, at your desk.
- A general guideline is to keep one-on-one meetings to 30 minutes – but there is no hard and fast rule. The best practice is to focus on covering the agenda as time-efficiently as possible.
- You will not be able to discuss everything every week. For example it's too much to talk about career progression every week.

What:

- One-on-One meetings have **4 key discussion topics:**

1. The Employee's Agenda:

- Employee opportunity to talk. On work and personal topics.
- The employee gives the manager a status update on tasks, projects and accomplishments.
- The employee also has an opportunity to ask questions.

2. The Manager's Agenda:

- The manager updates the employee. Communication on changes, what is happening elsewhere in the organization. Give context for employee to understand their part.
- The manager does inspiring performance communication (80% positive and 20% negative) **Tip:** Your employees don't like feedback and they don't like being told what to do. Employees want inspiring performance communication from their bosses. Click [here](#) to find out why.



MANAGER FOUNDATION

www.managerfoundation.com

“People, Performance, Profits”



How to Build Functional Employee Relationships and Communications



Tips for Efficient One-on-One Meetings (Continued)

3. Employee Growth and Development:

- Delegation: the manager assigns responsibilities to the employee. **Tip:** If you're not sure which tasks your directs should be doing instead of you, click [here](#) to identify what to delegate.
- Skills Development: The manager and employee discuss skills for improvement.
- Career: Manager and employee discuss other career progression of employee. Topics include: Ensuring direct has mentors, skills direct wants to use, career path.

4. Actions and Deliverables for the Week Ahead:

- The Manager lists actions arising from this one-on-one meeting.
- Actions are not actions until they have a due date

Super User Tip:

You can adapt your management style to be more effective with different types of people by understanding their inherent behaviors, communication preferences, motivators, strengths and weaknesses. The DISC model provides a simple but effective behavior model.

Using behavior models with the Manager Foundation techniques is an incredibly powerful combination and will show you how to get more value out of your one-on-one meetings. For more on DISC click [here](#).

Are you getting what you want from your employees?

As with all management – it's not just what you do but the way that you do it that counts. Employees not performing, not listening, not improving, missing skills. These are signs to try something new.



One-on-One Email Template

Sample One-on-One Email Template:

Hi (Employee's Name Here)

Action Required:

I'd like to improve my management and I'm asking you to help me to implement and stick to better practices. The goals are to improve communication and mutual understanding of each other. I am hoping that we can achieve better alignment so that we can both be better at our jobs with the same amount of effort. This letter explains some of the process and what we both have to do. But I expect the process to evolve as we practice it and I welcome your input as to how to make this work better for both of us.

I'm going to meet weekly with everyone on the team to create a regular, dedicated communications channel. These one on one meetings will give us a chance to catch up and update each-other on work related and personal matters.

Our one on one meeting won't take up much of your time. We'll be meeting for 30 minutes once a week, at a pre-scheduled (and usually unchanged) time. This will be a private conversation between you and I. To keep it fast and simple we will meet at my desk. And I'm happy to discuss alternatives if you have privacy concerns.

The agenda for the meeting will always be the same and there are four agenda items that we'll be covering. Firstly, these one on one meetings are your time with me. And so the primary focus of the meeting is going to be YOU and whatever you want to talk about. That's why the first part of the meeting is for YOUR agenda - anything you want to tell me: personal or work-related. This is your chance to keep me informed of what you've done in the past week and get input from me.

The next section of the meeting is for me, to share whatever I need to with you. I'll keep you in the loop about what's happening in the company, the team and future plans.

The third section is future deliverables. A meeting without deliverables is a waste of time because without actions none of our good ideas will be turned into anything meaningful. We'll discuss tasks for the week ahead and priorities.

The last part of the meeting is for us to talk about your future - your professional development, growth opportunities, career etc. We may not get to this every week. But that's okay, if we've covered both of our agendas.

Now some people wonder why we need these meetings in addition to other communication. The idea is to make sure that we cover topics that otherwise might be neglected and to create regular, dependable, two-way communications.

This meeting is our chance to address any pinch points before they become a serious issue:

1. I hope that you can be open and professional in sharing your problems with me. Because it is difficult for me to fix anything that I do not know about
2. In a similar vein this will also give me a chance to share with you. My goal is to tell you if I think you are getting off-track before it becomes an issue. My goal is to keep my feedback constructive and professional.

This will be new for us at first but over time both of us will improve and get more comfortable.

I'd also like to ask for your help to keep these running dependably and to a high standard, because it's too easy for lose sight of good intentions in the face of other demands.

Action 1:

There is some further information on how you can get the best from your One-on-One meetings with me in this short online course. This explains the process and tells you what you need to do in the meetings plus what you need to do to prepare. Please examine this material so that we are on the same page.

<https://goo.gl/vdi5b2>

Action 2:

Below is a list of possible meeting times that I've reserved in my calendar. Unless something unavoidable comes up I will stick to our schedule. I suggest you grab your preferred time slot before someone else nabs it. If you have regular, unavoidable conflicts with all the times provided then come and work this out with me.

I'm really looking forward to starting our one on ones and getting over any teething issues because I know that this will be better for both of us in the longer term.

Regards,
(Your Name)

PS: If you manage anyone or would like to find out the manager's perspective on One-on-Ones then I suggest you review the Manager's Counterpart to the free course on this link:

<https://goo.gl/FkGy60>



Thank you for using this resource. We hope that you have found this useful. This resource is a sample of a larger solution.

The Mission of Manager Foundation is to:

- Help managers to manage their employees
- Increase job satisfaction of employees
- Increase productivity for company profitability

By supplying practical, proven, people management solutions. Employee performance with less time and effort.

The Business Case for Management:

Investing in employee performance is the best investment you can make. To find out why see this article: <http://bit.ly/1a4K1q1>. Selling solutions is how we fund the creation of this content.

Solutions - Options:

Essential for new managers, helpful to experienced managers: Find out how to improve employee performance:

- Good self-learner? Find out how the management system works online. Suitable for budget conscious, disciplined DIY'ers
- Prefer a personal, guided touch? Hire one of our experienced business coaches

Relevant Help for this Resource:

This is part of the Performance Relationships System.

This systems is about building Functional Employee Relationships and Communications

Managing Diversity by using Behavior Models

- Using the DISC model to improve employee performance
- Powerful communications by tailoring your message



The Foundational Techniques

Building Functional Employee Relationship and Communications is a fundamental manager skill. The other key manager skills that make up the Management Foundations are:





About Manager Foundation

Make Managing Easy:

Sign up for the free “Make Managing Easy” email series and find out about how the Management Sweetspot can:

- Make the lives of Managers easier;
- Make employees happier and;
- Make companies more profitable

www.ManagerFoundation.com/signup

Become a Manager Foundation Super User:

Help Us to Spread the Message:

Work, isn't working if:

- Staff are unhappy at work;
- Managers are stressed and;
- Company profits suffer.

The vision is to work towards a place where:

- Employees are engaged and get job satisfaction from intrinsic motivators;
- Managers have effective, time-efficient ways to manage staff and;
- Companies are productive and profitable.

If this is a vision that you feel is worth spreading then please help me to spread the message because I can't do it on my own.

Join: <http://managerfoundation.com/super-users/> to become part of the community and find out more.



One-on-One Email Template

Copyright and Licence Agreement:

These materials are licences for the use of the license holder only. They may be amended as wished but if you do so you must credit the original source. The licence holder is the person who received the document as part of a purchased module/training course or as a promotional download.

If you are not a licence holder and wish to get your own copy then see the Manager Foundation website www.managerfoundation.com for more information.



www.managerfoundation.com

© Manager Foundation 2016

“Managing Made Easy”