

A Team Lead's Checklist for 1:1 Meetings

1. Create a recurring meeting, and stick to it.

It's easy to skip your 1:1's if you feel like you've had adequate communication with your employees throughout the week and don't need to check in. Maintaining the habit helps establish an efficient routine, and also motivates both the team lead and employee to prepare for each meeting.

2. Follow an agenda.

While there are a few key areas you should focus on in your 1:1, the agenda is up to you. The purpose is having an order to follow that ensures you talk about the right things and accomplish what is needed for that meeting.

3. Discuss...

- **Short & Long-Term Goals**

Ask the employee what wins they have to celebrate since your last meeting. Discuss their priorities and make sure they are focused on the right tasks. Check in on the status of their current projects, what ideas they have for next steps, and how you can help them. You can also get a good idea of each employee's workload and what kind of capacity they have for new projects.

- **Challenges & Roadblocks**

Ask the employee what obstacles they are facing and brainstorm solutions with them. Try to offer a few resources and use your own expertise to guide them in the right direction.

- **Employee Feedback**

Open dialogue is important here. You want to establish a trust with your employees, so they feel comfortable opening up and sharing their honest opinions. You can take this opportunity to be a mentor by inquiring about their career goals and happiness in their current role. This feedback is crucial for you as a team lead, but also as a coach who can help guide them along.

4. Follow up.

Always produce a recap for both parties centralizing action items, and try to do it immediately after the meeting while everything is fresh. Taking notes and combining them into a solid summary is helpful for eliminating misunderstandings.

