

Streamlining Communication

Align Helps You Connect with Your Team for Maximum Impact

Effective communication between managers and direct reports is critical. It helps build successful relationships, enhances productivity, creates a positive work environment, and increases employee engagement and satisfaction.

Align's communication tools help facilitate regular check-ins between managers and their direct reports, enabling managers to stay informed about progress toward goals, address any issues or concerns, and provide feedback and coaching.

Best Habits for Managers to Create an Effective Communication Loop

- Establish clear expectations to eliminate ambiguity and ensure that everyone is working toward the same objectives.
- Provide regular feedback through different communication methods.
- Encourage your team to provide feedback to you as a manager, and be receptive to it.
- Recognize and celebrate success to maintain motivation and morale.
- Provide opportunities for development to show your investment in the success of your direct reports.
- Promote a transparent environment where employees feel comfortable sharing their thoughts, ideas, and concerns.

Huddle Up in Align

When it comes to 1:1 check-ins, consistency is key. That's why Align allows you to create a recurring meeting and provides customizable templates so you can structure it in a way that works for you.

- Follow a clear and consistent agenda.
- Check progress on goals. Are any priorities falling behind? If so, discuss a plan to get them back on track.
- Input information including your "What's Up" section before the 1:1. Review your updates and the other party's.
- Take notes and send a recap to both parties.

Resources for Managers & Leadership Teams



[Blog: Creating Effective & Empowering 1:1s](#)



[ePaper: Guide to 1:1 Meetings](#)



[ePaper: Introduction to Daily Huddles](#)



[Video: Create a 1:1 Meeting in Align](#)



[Download: Huddles for Leaders with Align](#)



[Video: Why Have 1:1s?](#)