



MANAGER BRIEF

How to Have a Great 1-1

START HERE

5 HumanityWorks Skills

AS YOU WORK THROUGH EACH BRIEF, THESE FIVE SKILLS ARE FOUNDATIONAL TO BEING A GOOD HUMAN AND MAINTAINING HEALTHY RELATIONSHIPS.

LISTENING

Listening is an essential skill to generate the depth of caring connection people need to feel physically and psychologically safe with one another. There are different levels of listening and each one gives you different information. When practiced they become a building block of trust.

PERSPECTIVE

Your perspective is a particular outlook or point of view you have about something. Just like a photographer chooses a lens to capture reality in different ways, we each have filters through which we see the world. This filter can get in the way of working well with other people. It's important to learn more about this and how to shift it.

ACKNOWLEDGEMENT

A genuine acknowledgement helps others feel seen for who they are being and the positive impact they create. This nuanced skill helps to create meaningful relationships when done well.

SHARED AGREEMENTS

Shared agreements clarify working relationships with each person taking responsibility for their contribution to the relationship and to collectively agreed-upon outcomes. So often people don't take the time to create them, and this can cause roadblocks to working well together.

CURIOSITY/POWERFUL QUESTIONS

Curiosity expands information, connection, participation. It deepens what you know and can challenge what you think you knew. This simple skill creates the antidote to judgement.

★ **LEARN MORE ABOUT THIS BRIEF AND GROWING YOUR HUMANITY WORKS SKILLS:** Check out HumanityWorks.com, email info@humanityworks.com or read the book, [Humanity Works Better](#).



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THE PURPOSE OF A 1:1

To move work forward, create alignment, and provide consistent time for connection and relationship building.

THE BASICS

- **Your employee owns this time**, let them know they drive the agenda.
- **Your role is to:** guide them, listen deeply for roadblocks, get curious about anything that is impeding momentum, and passing along important updates and information.
- **Use this time to strengthen your relationship.** Show up every time, canceling and rescheduling erodes trust. Be present; shut off all other distractions; respect them with your full attention.

THE STRUCTURE

- **Meet regularly.** You establish the cadence and duration; your employee owns the calendar invite.
- **Make them feel seen.** Always open with a check-in to build connections and gather insight into their current state of mind.
- **Document decisions and actions.** Have a living agenda that can be updated by both parties throughout the week and during the 1:1.
- **Focus on forward momentum.** End each 1:1 getting clear on:
 - What are your top priorities this week?
 - What does that help us achieve?
 - How can I best support you?

HUMANITYWORKS PRO TIPS

- **Seek** to understand what motivates and demotivates them.
- **Start** each meeting with an acknowledgement of each other.
- **Get curious** about their perspective on what is working well and the challenges they face.
- **Stay** in the question of what would serve them best right now.

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