

TRAINING & LEARNING

The Benefits of 1-1 Meetings

1-1 meetings are one of the best investments of the manager's time. Most great leaders acknowledge the importance of meeting regularly with their team members.

Let's explore in detail the benefits of effective 1-1 meetings in order to understand where their popularity comes from.

1. Boost employee productivity

During 1-1 meetings, you as a manager can help prioritise tasks and activities correctly, so that the team can achieve the best Return on Investment (ROI). It would also save you time from constant interruptions during the day since your team members would know that they can write down their questions and discuss them in length during their next 1:1.

2. Identify and solve potential issues proactively

No team is perfect, and each one has its areas for improvement and issues to solve. As a by-product of achieving your team goals and mission, many productivities and interpersonal issues would appear and, of course, you'd like to figure out the important ones sooner rather than later.

Some managers might argue that they have an open-door policy and don't need separate 1-1 meetings. They say that employees can come to them with questions or share issues at any time. Even though it sounds great in practice, it rarely works in reality. Most problems and tensions accumulate gradually over time and are hard to notice unless you talk in detail with your team. These issues become visible only when it's already too late.

Having regular conversations and asking the right questions with your team helps bring out problems (or suspicions about the issues) long before it's too late to fix them.

3. Discuss career growth

Team members are always thinking about their careers. They want to know how they can be better, how they can advance faster, and what career growth opportunities they can expect within the organisation. Having regular

conversations during 1-1's helps answer these questions and make sure you're on the same page in terms of career growth.

4. Build trusting relationships

Team Leader/Team Member relationships are foundational for staff engagement and performance. A study conducted by Gallup reveals that employees who meet regularly with their managers are almost 3 times (69%) as likely to be engaged at work and nearly 3 times (65%) less likely to leave.

However, building relationships does not happen overnight. You need to spend time getting to know your co-workers better. If you only meet your co-workers during the monthly team meeting or quarterly and yearly performance reviews, you cannot expect to have close relationships with them.

That's why many organisations are turning their back on the yearly performance review in favour of more frequent check-ins and feedback conversations. And 1-1 meetings are one of the best ways to achieve it.

5. Share feedback

Regular 1-1 meetings are ideal for exchanging feedback with each other mainly because it's regular and it's intentional. Asking and giving feedback is rarely easy and having dedicated time, set aside in the diary, lowers the barrier to raise important issues and comments. Never rush your 1-1 meetings, dedicate enough time to connect, and allow for discussions to take as long as they need to.

To sum up, here are 5 key benefits of one-on-one meetings:

1. Boost staff productivity.
2. Identify and solve potential issues proactively.
3. Discuss career growth.
4. Build trusting relationships.
5. Share feedback.