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## One to One Meeting Agenda

Meet **once per week**

- Preferably same time; same day

Be ready to **drive the agenda**

- Expect that your manager may ask what you want to discuss
- There may be standing agenda items, plus optional agenda items

Have **expectations** of the meeting (and format for future meetings)

- Your manager may provide a stated list of discussion points and questions that follow and establish accountabilities (i.e., what the employee owns – 90% and what the manager owns)

Be prepared to discuss **objectives** regularly

- Know your objectives and measures
- Are there any changes in priorities?
- Any updates on current activities?

Discuss **obstacles** meeting work priorities or objectives

- If there are obstacles review them and discuss what they are and why they exist

Be ready to identify if there are **concerns or problems** that you want your manager's input on

You may be asked about your current **job satisfaction** (occasionally)

- How you are generally doing at work
- If there are any concerns
- If you are satisfied and happy in your job

You may receive and provide **feedback**

- You may receive and be asked to give factual information about something said or done...intended to change or reinforce behaviour

You may occasionally discuss your **development** plan and, on a less frequent basis, your **career** plan.

- What progress have you made on your development plan?
- Are things progressing from a career perspective?

**Communicate** information

- Hear about changes (immediate or foreseeable)
- Learn about new plans (within the department/centre/corporate)

Discuss **questions** or **other topics** you would like to discuss.

**Summarize** meeting

- Keep informal notes during the meeting
- Summarize discussion points and agreed upon follow-up actions

Use this summary or your notes for future meetings



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## Match the Strategy with the Challenging Boss Behaviour

For each of the three types of challenging boss behaviours, identify whether you think it would work best to manage absenteeism (A); micromanaging (m) or inconsistency (I). Some strategies can be used to manage more than one challenging boss behaviour.

### Challenging Behaviours

**Absenteeism (A)** – Appears disinterested in managing employees -seems happiest with minimal contact with direct reports

**Micromanaging (M)** – Wants to be involved in most decisions and day-to-day activities of all direct reports

**Inconsistency (I)** – Changes what is expected from employees on an on-going basis

### Strategies

1. Tell them what you need from them on every specific initiative (A, M, I)
2. Communicate frequently and strategically (A, M, I)
3. Ensure that you get done what you commit to completing (A, M, I)
4. Ask for feedback and coaching (A, M, I)
5. Clarify expectations (A, M, I)
6. Ask for very specific feedback and coaching (A, M, I)
7. Make your boss look good (A, M, I)
8. Adapt (A, M, I)
9. Look for opportunities to connect on key projects (A, M, I)
10. Set boundaries and give feedback (A, M, I)



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**Managing Your Boss Action Plan** - From the list below identify two actions that you will commit to doing in the next month that would significantly impact how you manage your boss

Managing Your Boss Strategy	"X" <u>two</u> strategies to implement	Date for Implementation	Impact this action will have on your relationship with your boss
<b>Structure</b>			
✓ Regular one-to-one meeting			
<b>Establish Your Credibility</b>			
✓ Give Them What They Want			
✓ Adapt			
✓ Leave It To Me			
<b>Create A Dialogue</b>			
✓ Ask for Feedback & Coaching			
✓ Set Boundaries & Give Feedback			
<b>Avoid Landmines</b>			
✓ Always Make Your Manager Look Good			
✓ Pick Your Battles			
✓ Syndicate new ideas early			
<b>Challenging Behaviours</b>			
✓ Absenteeism			
✓ Micromanaging			
✓ Inconsistency			