

Communicating 1:1 Expectations

SETTING UP FOR SUCCESS

When a new person joins your team, one of your first tasks should be to create a recurring 1:1 meeting with them. After you've created the event, you'll want to send an email similar to what you see below. The intent is to maximize clarity and set a tone of support and care.

Welcome To Our 1:1s!

To newteammember@noredink.com X

Cc Bcc

Welcome To Our 1:1s!

Hi _____,

I'm very much looking forward to our scheduled weekly 1:1s. I think of 1:1s as your time and ask that you come to the meeting each week with an agenda.

I'd love for you to start by creating a shared doc for us. This can serve as a running agenda and be a place where we each can add topics, although you should plan on your topics being the bulk of the meeting. :) It doesn't need to be anything fancy, bullet points can work perfectly.

Here's a sample of what an agenda might look like:

- Status update on goals
- Needing help with building alignment cross functionally
- March 4th - time off request
- Input request - idea for efficiency

As we get working together, you'll have metrics and goals and you should plan on having these as standing items on your agenda.

I'm excited to kick off our new relationship and set you up for success!

Let's do this!

Your name

