



**Online PM Courses**  
Build Your Project Career



## **Leading Effective One-on-One Meetings Exercises**

**Mike Clayton**

Business Author, Speaker, Facilitator and Trusted Advisor

Contact: Mike Clayton  
Mob: +44 7799 64 22 24  
Email: [mike@OnlinePMCourses.com](mailto:mike@OnlinePMCourses.com)

## Activity Number 1

### Thinking about Your Meetings

There are five types of meeting:

- Conversation for Possibility
- Conversation for Opportunity
- Conversation for Action
- Conversation for Relationships
- Conversation for Ritual

#### List the Meetings you regularly attend (or typical examples)

For each one, identify which type (or types) of conversation most commonly occur.

Meeting	Type

## Activity Number 2

### Plan Your Next Meeting

Who will you meet?	
What type of meeting is it?	

Date		Time	
Does your schedule allow you to get to this meeting on time?			Yes / No
Where will you hold it?			
What is the ideal layout?			
What hospitality is appropriate?			
What preparation do you need to do?			
...and when will you do it?			
What are the outcomes you want from this meeting?			

## Activity Number 3 Prepare Your Agenda for Results

Meeting Title:

### Meeting Objectives

- 1.
- 2.
- 3.
- 4.
- 5.

### Agenda

Item 1:

Item 2:

Item 3:

Item 4:

Item 5:

### Preparation

Any reading or other preparation that you and the other person need to undertake.

## Activity Number 4

### Meeting Skills Inventory Part 1

#### How confident do you feel in your skills in each of these areas?

For each skill, note the evidence you have to support your confidence rating.

Where you need to develop further, consider:

- What are your specific development needs?
- Who can you ask for feedback on your skills?
- What opportunities will you have to observe skilled meeting facilitators?
- Who can you ask for advice or guidance?

<b>Planning, Preparation, and Set-up</b>	Skilled / Adequate / Weak
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Rapport Building &amp; Putting People at their Ease</b>	Skilled / Adequate / Weak
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Questioning and Eliciting Deep Thinking</b>	Skilled / Adequate / Weak
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Listening and Understanding Deeply</b>	Skilled / Adequate / Weak
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Creating a Respectful Environment</b>	Skilled / Adequate / Weak
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

## Activity Number 5 Meeting Skills Inventory Part 2

### How confident do you feel in facilitating these types of meeting?

For each meeting type, note the evidence you have to support your confidence rating.

Where you need to develop further, consider:

- What are your specific development needs?
- Who can you ask for feedback on your skills?
- What opportunities will you have to observe skilled meeting facilitators?
- Who can you ask for advice or guidance?



<b>Staff-focused One-on-One Meetings</b>	Skilled / Adequate / Weak / Not Part of my Role
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Checkpoint or Status Meetings</b>	Skilled / Adequate / Weak / Not Part of my Role
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Informal Feedback Meetings</b>	Skilled / Adequate / Weak / Not Part of my Role
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Formal Appraisal Meetings</b>	Skilled / Adequate / Weak / Not Part of my Role
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Coaching Meetings</b>	Skilled / Adequate / Weak / Not Part of my Role
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Mentoring Meetings</b>	Skilled / Adequate / Weak / Not Part of my Role
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Difficult Conversations</b>	Skilled / Adequate / Weak / Not Part of my Role
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

<b>Reprimands</b>	Skilled / Adequate / Weak / Not Part of my Role
Evidence to support your assessment	
Specific Development Needs	
Sources of feedback, role modelling, guidance, and support	

## Activity Number 6 Learning Review and Commitments to Action

### Three key things I've learned that are interesting and insightful

1.

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2.

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3.

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### Three key things I've learned that are practical and useful

1.

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2.

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3.

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### Take Action, NOW! One thing I commit to do differently, tomorrow?

## Facilitator Profile: Mike Clayton

**Mike Clayton ...** is an experienced trainer, speaker, facilitator and performance coach, with a background in project and change management, and management consultancy.

Mike's record of successful innovation and his real passion for creating peak performance in individuals, teams, and organizations ensure depth, excitement and high-quality outcomes to his work. Mike's programs create profound and lasting change.

Formerly a Senior Manager at Deloitte Consulting, with 13 years' international consulting and project management experience, Mike has a PhD, is an NLP Master Practitioner, and is affiliated to the Chartered Institute of Personnel and Development.

### An Exceptional Track Record of Success

As a consultant Mike specialized in the delivery and integration of complex change in a diverse range of private, public and third sector organizations.

Working in and leading a wide variety of highly successful teams has given Mike valuable insights into organizational change, team-working, and leadership. He presents a personal point of view and real tools from 13 years of consulting and management experience.

Mike is a former governor of a primary and of a secondary school, trustee of a national children's charity, director of the charity Theatre Exchange, and treasurer of a London housing co-operative. Mike is a regular contributor to Training Journal, Business Uncovered, The Best You, The Treasurer, and Project (the journal of The Association for Project Management).

Mike's latest project launched, in June 2016. [OnlinePMCourses.com](http://OnlinePMCourses.com) offers video-based project management training, and a wide range of free project management resources.

You can get a FREE extended glossary: *'Decode the Jargon of Project Management'* from the website.

*I wish you even greater success with your  
one-on-one meetings*

*Mike*

*Mike is author of thirteen print books, including  
**Brilliant Project Leader, The Influence Agenda, Handling Resistance  
How to Speak so People Listen and Smart to Wise***



*And, most recently:*



**Powerhouse (n):**

*Somebody who is full of energy, highly effective, and therefore very productive.*

For free downloadable resources: [www.MikeClayton.co.uk](http://www.MikeClayton.co.uk)

For all things Project Management: [www.OnlinePMCourses.com](http://www.OnlinePMCourses.com)

**MikeClayton**  
Business Author and Speaker