



1:1 Meetings

How to effectively lead meetings with your staff

1:1 Meetings between supervisors and their direct reports are the bread and butter of recurring meetings. This is where supervisors give vision and direction to their staff, where staff share feedback, concerns, and proposals with their supervisors, and where important communication happens about tasks, performance, and what's happening within the organization. An outline of a basic 1:1 meeting will be given below in three parts: Care, Clear, Coach.

Frequency: Most of the time, 1:1 meetings should occur every other week. When a staff member is new, it may be appropriate to meet weekly for a time.

Duration: 45-60 minutes.

Asana is the project & task management software of the Peace Church Staff. Create a project for your meeting - "Jack & Jill 1:1." Use this for topics of discussion as well as action items.

Ownership should be taken by both parties for these meetings. Supervisors should come prepared and give due attention. Direct reports should prepare in advance, coming with updates, reports, and requests.

CARE - *How are you? How can I pray for you?*

Personal Check-in (5-7 minutes)

Supervisors demonstrate genuine care for the staff member and their family. Ask about their life and family outside of work. Ask how you can pray for them.

Encouragement (2-3 minutes)

Supervisors, recall 1-2 specific ways you have seen the staff member do well, exemplify the Peace Church culture, or go the extra mile. Build them up.



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CLEAR - *Talk tasks*

Supervisor Items (10-20 minutes)

Supervisors, place items you want to cover in the Asana agenda ahead of the meeting. Share organization or department announcements, updates, or vision. Provide direction on projects or tasks. Clarify priorities. Assign tasks, give descriptions, or add comments in Asana as you go.

Direct Report Items (10-20 minutes)

Direct reports, place items you want to cover in the Asana agenda ahead of the meeting. Ask for clarification on priorities, projects, or tasks. Ask questions if there are organization or department announcements that you don't understand. Share updates, concerns, victories, and challenges. Assign tasks, give descriptions, or add comments in Asana as you go. Follow-up on items that you have discussed in the past that have not been resolved.

This time should conclude with clear action items. Task name, assignee, and due date in Asana, with any necessary notes.

COACH - *Let me help you grow*

Optional: Leader Development (5-15 minutes)

Supervisors may share a video, article, or short training that you have prepared to help the staff member grow.

Constructive Feedback (5-15 minutes)

Supervisors share 1-2 specific ways the staff member can grow. This could take the form of correction for a way the staff member missed the mark, identification of an area for improvement, or a challenge to make a strength even stronger.

Closing Prayer (2 minutes)

Supervisors close in prayer, pray for the staff member personally and professionally as well as for God's work in the ministry.



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