

GREAT 1:1 CONVERSATIONS QUICK LEADER'S CHECKLIST

ALLIANCE

CONNECTION BEFORE UPDATE

- ☐ Did I take a moment to connect as people, not just jump into work?
- ☐ Do we both know the purpose and focus for today's chat?
- ☐ Have I checked what support they need right now?

REFLECTION

THINK & UNPACK TOGETHER

- ☐ Did I ask curious, open questions (not just for updates)?
- ☐ Did we explore what's working and what's been tough?
- ☐ Did I make space for them to pause and think?

CAPABILITY

STRETCH & SUPPORT

- ☐ Did we identify a skill, habit, or mindset to grow?
- ☐ Have I balanced challenge with encouragement?
- ☐ Did we talk about what builds their confidence?

ACCOUNTABILITY

CLARITY AND FOLLOW-THROUGH

- ☐ Are the next steps clear, owned, and realistic?
- ☐ Did we check for risks, drift, or priorities that need focus?
- ☐ Have we agreed how and when to follow up?

+ FLEXIBILITY

ADAPT TO THE MOMENT

- ☐ Did I adjust to their energy, needs, or communication style?
- ☐ Did the session feel balanced, not rushed or heavy?
- ☐ Did I check how the meeting felt for them before closing?

**USE THIS AS A GUIDE BEFORE, DURING, OR AFTER YOUR 1:1 TO
STAY FOCUSED ON WHAT REALLY MATTERS: CONNECTION,
REFLECTION, GROWTH, AND CLARITY.**