





### My 1-on-1's with Dustin Gonzalez

 Marilyn  




**Dustin Gonzalez**  
Marketing Manager

...

#### Talking points


☒ Checking-In  
Only visible to you

...




☒ Next steps for Green Enterprise deal  
Only visible to you

...



☐ Next steps for new reporting framework  
Only visible to you

...



[Add another talking point](#)

#### Details for this 1-on-1

**February 16, 2021**  
1:30 PM – 2:30 PM  
UTC-4:00 New York  
[Reschedule](#)

Created February 12, 2021  
by Marilyn Stewart

# Spotlight: 1-on-1s

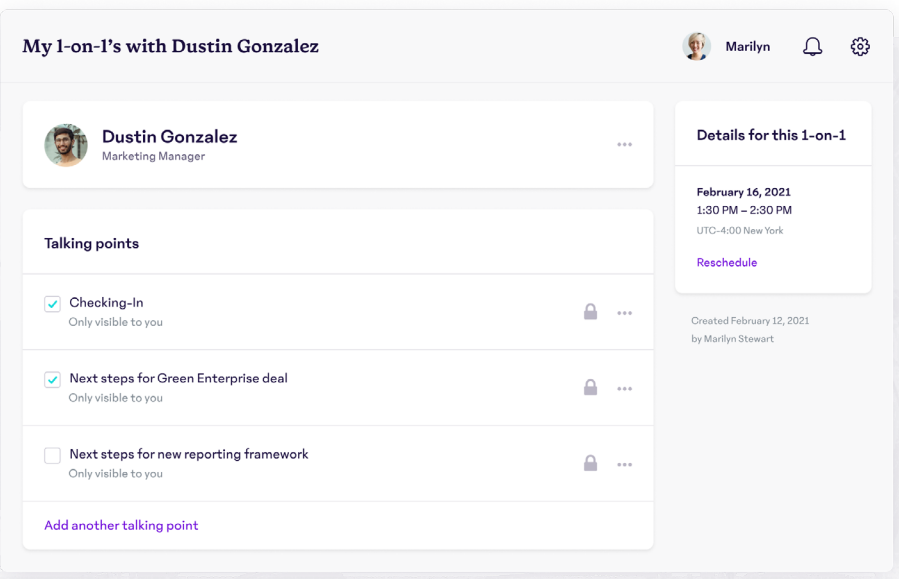
Make the most of your 1-on-1s by turning feedback into swift action. The 1-on-1 agenda helps structure and prepare you for your 1-on-1s, all while keeping the most important learnings in one place.

## Research-Backed Pro Tip:

Research from Gallup shows that managers account for 70% of the variance in engagement, and employees are three times more likely to be engaged at work if they have managers who hold regular meetings with them. Academic research shows that regular check-ins not only improve morale, trust, and engagement but also productivity and goal accomplishment.

## To get started:

Reviewers or reporters will begin the process by starting a 1-on-1 draft. Then select a date for your meeting. From there, both reviewers and reporters can add topics and collaborate. And remember, you can schedule a 1-on-1 with anyone in your organization!



## What's covered in the 1-on-1 agenda?

### Talking points

Organize your meetings by creating an agenda. Meeting attendees can add talking points directly to the 1-on-1 agenda at any time before the meeting.

#### TIP:

To add, open the current 1-on-1 agenda and add a private or public talking point.



## Answers from 15Five

Important insights/answers can be pulled directly from a 15Five into a 1-on-1 meeting agenda for further focus and discussion. These answers can be added to the 1-on-1 agenda by both the manager and employee.

### TIP:

To add, open the current 1-on-1 agenda and add a private or public talking point.

## Action Items

You can create Action Items to align everyone on next steps.

### TIP:

These items will automatically be added as Past Action Items in the next 1-on-1 agenda for further discussion on progress.

The screenshot displays a user interface for a 1-on-1 meeting agenda. It features two main sections: 'Action items' and 'Notes'. The 'Action items' section contains a list of tasks with checkboxes: 'Review objectives for Q3' (checked), 'Review next month's project timeline', and 'Discuss results from last'. Below this list is a link that says 'Add another talking point'. The 'Notes' section has a text input field with the placeholder 'Coaching notes for Holly...'. At the bottom, there is a section titled 'My private notes' with a lock icon, containing a text input field with the placeholder 'My private thoughts about this 1-on-1...'.

## Shared and Private Notes

Use these sections to gather your thoughts in your meetings. When the 1-on-1 has ended, the shared notes section will be shared in a summary email with your talking points and action items.

Once the reviewer or reporter has ended the 1-on-1, a summary email will be sent to both attendees. The summary email will include all of the above items from the agenda, with the exception of private notes. The email gets triggered once you click the orange "End 1-on-1" button.



# Best practices

## Establish a regular cadence

Consistent check-ins are vital, because open and regular communication builds healthy relationships. Checking in for at least 30 minutes once a week or every other week works best. Use the 15Five 1-on-1 agenda to organize and track 1-on-1 meetings.

## Focus on what matters

The most effective 1-on-1 conversations go way beyond status updates. 15Five makes it simple to prioritize and focus on your talking points. The best 1-on-1s address topics that are both reflective and forward thinking.

**For more on the research behind Weekly Check-in and 1-on-1 feature, [go here](#).**

