

TIPS FOR 1:1 MEETINGS WITH MANAGER

1. Start with small talk
2. Come prepared
3. Schedule meetings in advance
4. Work on agenda together
5. Be open about issues and challenges
6. Ask questions and listen to advice
7. Write down meeting notes for follow-up
8. Ensure there is progress with your key points
9. Define KPIs and metrics to track progress
10. Make sure the meetings happen
11. Share your goals, plans, and wishes
12. Skip formality for difficult conversations
13. Don't overpromise and underdeliver

Structure example for the 1:1 meeting:

1. Small talk
2. Updates and news
3. Feedback loop
4. Next steps
5. Career chat