

Yaniv's 1:1 Cheat Sheet - Beginner

Start - their part

1. Begin where you left off last time you saw them: "How was the weekend/vacation?"
2. Ask "how are you today?" / "What's on your mind?" / "What would you like to talk about?"
3. Reply questions and use open-ended questions to promote discussions, like "how so?" / "tell me more about it"

Your part / they have no topics

Possible questions:

1. What was your level of interest this week between 1 and 10?

2. What are your top priorities?

3. What challenges and obstacles do you currently have?

4. What successes have you experienced since we last talked?

5. What was the best moment in the past week?

6. What can I do to help you?

7. What should I do less of?

8. What has frustrated you in the past week?

9. What is a major learning from the past week?

10. What do you like to do more that you're not doing, or less of that you are doing?

11. How do they like to be praised? Public? Private?

12. What are your career goals?

Your topics:

1. Follow up on items from last time, if any
2. Give updates, e.g. about business, personnel, tooling and process changes
3. Give feedback, positive and negative: "when you did X, it caused Y..."
4. Discuss past week's events
5. Check-in on their development plan
6. (Re)align on OKRs, goals, company mission, company values, team goals
7. Remind things again, they need to hear many times

Tasks: _____