

Conducting 1:1s

What is a 1:1?

The 1:1 is a regularly scheduled meeting between the employee and their manager. The objective of which is to provide a designated time for sharing and receiving feedback, as well as getting input on questions that have come up since the last 1:1, minimizing the need for interruptions between meetings.

Internal 1:1 norms at BerniePortal and our sister company, Bernard Health:

- **Frequency:** Most commonly weekly, but can vary based on things like what is happening in the business, the length of time the parties have worked together, and the level the parties are at in the organization.
- **Length:** 30 to 90 minutes.
- **Forum:** All 1:1 correspondence posted within the BerniePortal Performance Management feature
- **Agenda:** Proposed first by the employee, sent to manager at least 24 hours before the 1:1, allowing the manager sufficient time to respond with any items he or she may want to add.
- **Details provided in agenda items:** The more sensitive the agenda item, the more detailed it should be fleshed out in the agenda.
 - Topics such as compensation or constructive feedback should be fully fleshed out in the agenda, as should issues the employee is struggling with how to handle so that the manager can take some time to think about them.
 - When a manager has constructive feedback, it is important this be written out and shared with the employee so that the employee also has time to reflect on it before the 1:1 discussion. An even better approach is to send the constructive feedback as soon as the manager has it and ask the employee to include it on their next 1:1 agenda themselves.
- **Summaries:** Within 24 hours following the 1:1, the employee should send a detailed summary of what was discussed. The manager should respond to that summary confirming understanding and/or clarify any points that require summarization by the manager.

The skills required to be an effective manager are not natural. Why not? Because as humans we have a natural desire to be liked. But in order to be effective in their roles, managers need to give feedback so that their teams can improve and become even more effective at what they do.

Additionally, the person receiving the feedback needs it, too. If they don't know what they are doing wrong, how can they improve and grow?

BerniePortal Performance Management

BerniePortal's Performance Management tool utilizes 1:1 meetings to ensure job clarity and goal alignment, as well as encourage ongoing feedback and valuable coaching opportunities. Download the feature sheet for a comprehensive overview of the BerniePortal Performance Management feature.

[LEARN MORE](#)