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**1:1 (One-on-One) Meeting Agenda (35mins)**

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| |  |  | | --- | --- | | **Name:**  **Date & Time:**  **Location:** |  | | | | |
|  | **Agenda Item** | **Lead** | **Time** |
| **Item 1**  ***Inclusion*** | **Welcome & Warm Up**   * Review Organisation & Team Purpose Statement * One word barometer and icebreaker (Level 2/3) | Line Manager & Staff Member | 2 mins |
| **Item 2**  ***Support*** | **Update Tool Review\***   * Stepwise review of Update Tool since last meeting noting Success, Challenges & Hot Issues   *\*Where possible email completed ‘Update Tool’ to Line Manager 24 hours prior*  *Live Notes:* | Led by Staff Member | 5 mins |
| **Item 3**  ***Proactive*** | **Hot Issues**   * Step 1: Identify key issues raised in Update Tool and solicit for any final items (Hot Issues selected by Staff Member) * Step 2: Top 2 issues discussed in 4 minute cycles (1min explain/clarify / 3min discuss / 1min takeaway)   *Live Notes:* | Led by Staff Member | 10 mins |
| **Item 4**  ***Strategic 1*** | **HPT Team Data Wall Review & Dashboard Discussion**   * Review progress using Team Data Wall and discuss current Dashboard Data – Celebrate successes and troubleshoot challenges   *Live Notes:* | Led by Line Manager | 5 mins |
| **Item 5**  ***Strategic 2*** | **Focus Area Discussion**   * Line Manager led discussion on a selected area of focus   *Live Notes:* | Led by Line Manager | 8 mins |
| **Item 6**  ***Accountable 1*** | **Key Forward Actions**   * Consolidation of key forward actions   *Live Notes:* | Led by Staff Member | 4 mins |
| **Item 7**  ***Accountable 2*** | **Close** (Barometer, Satisfaction Score (1-10) & Summary of Takeaway Actions)  **Next Meeting Date/Time:**  **Live Notes Distribution:**  Staff Member: Y/N Line Manager: Y/N | Line Manager & Staff Member | 1 min |

**Ground Rules** *(Red Card / Yellow Card*)

1. **Openness & Trust** –*Chatham House Rule – Discussion ‘off record’ with ‘on the record’ documented in Live Notes.*
2. **Balanced Debate** –*Respecting both sides of the argument and allowing diversity of views.*
3. **Competency over Role** –*Respecting the ‘value’ of the person’s opinion regardless of their ‘status’.*
4. **Issues over Personalities** –*Staying ‘issues’ focused and not letting personalities overpower the agenda.*
5. **Accountable Actions & Clear Outcomes** *– Clear next steps and/or SMART actions recorded for each item.*
6. **Device Rule** –*Only if needed with Chair’s Permission – On Task & On Topic!*