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

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| **Name:** **Date & Time:****Location:** |  |

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|  | **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!*