

Your First One-On-One Meeting

Purpose: The purpose of your first one-on-one meeting is to create a strong supervisory relationship with your direct report(s). In a supervisory relationship, you want to understand how each other works, develop an understanding of work styles, and develop a mutually beneficial working environment. This begins with understanding each others strengths and areas for growth, setting expectations, and having an initial conversation about what each of you want out of your current position.

Goal(s):

1. To get to know one another.
or Discuss went well previously and how you want to continue or change your relationship, if you are continuing to supervise this direct report.
2. To establish expectations for one another for the coming year(s).
3. To discuss what you wish to achieve in the given year and what types of experiences each of you hope to have (this may include the use of the learning and growth contracts, depending on supervisory style).

Conversation Starters/Suggestions for discussion:

- I came to [this university/college] because...
- People have told me that one of my talents is...
- The next thing I'm going to try to accomplish is...
- When things aren't going well, I...
- When I think about your responsibilities, I think that...
- One bad work habit I have is...
- You can count on me to...
- I will need your assistance with...
- In situations involving conflict between people, I usually...
- The best boss I ever had...
- The most enjoyable supervisory experience I ever had was...
- I usually react to negative feedback by...
- When I am approaching a deadline, I...
- I prefer to get feedback...
- As of this team, I wonder...
- I prefer to work with people who...
- Right now, I think our relationship...
- What puzzles me about you is...
- I think the reason we will work well together is...
- Before I leave/graduate [college/university], I would like to...
- The one strength or skill that I think you have that I don't is...
- This coming year, I'd like to ask your help with...
- One of the things you said today that should be in our expectations of each others is...
- What I want you to ask me about mid term and semester break is...

This is not an exhaustive list; however, it should get you started on developing a supervisory relationship. This is only the beginning of the conversation. We recommend you document the answers to the questions above and/or generate some basic expectations from the conversation. The goal, then, is to revisit this conversation throughout the length of the supervisory relationship.