

Supervisor Guide for 1 on 1 meetings

Why have regular 1 on 1s

- Promote a safe and healthy workplace by regularly checking in on workers' wellbeing – get to know your team member, build trust
- Effective management of workload and prioritisation, identify support needs
- Identify, assess, and manage risks to workplace mental health.
- Ask open-ended questions
- Foster a culture of mental health support

Approach

- Be 'present' (not multitasking), listen well
- An agenda is recommended (see below) but keep the purpose of the meetings focuses on what the team member needs. Adapt the agenda to suit individuals.
- Make them regular – agree on meeting frequency, avoid cancelling them (reschedule if needed)
- Choose a quiet, distraction-free location.
- Document - Keep a record of meetings in whatever format works best. Use a system that suits/is agreed between you. A shared document means you can both enter comments prior to the meetings. Options to consider – Shared OneNote notebook (with a new page for each meeting), a shared Word document.

Recommended agenda (modify the order/elements to suit)

☐ Personal check in

How are things going with you? (both at work and outside work)

☐ Achievements, feedback, completed work, things to celebrate

What has going well? What have you felt satisfied with? Any feedback received?

☐ Agreed actions from last meeting

Were they completed? Anything for either of you to follow up on?

☐ Current work and projects

Workload - How are you finding your current workload? Is it achievable?

Where are you spending your time? What has been keeping you busy?

What are current priorities?

Project updates

Looking ahead – priorities in next 2-4 weeks

Provide constructive and specific feedback on recent work.

☐ Any roadblocks/issues or where support needed

Any support or assistance supervisor can give? Does anything need clarification?

Discuss/collaborate on strategies to address challenges discussed

☐ Opportunity for open discussion