

A one-to-one conversation structure

1. How are you doing? Home, work, health, holiday, relationships?
2. What are you currently working on? What else should you be working on? - here's where to delegate new work (checking for capacity constraints and being clear on why, what and when the piece of work is due).
3. What can't you progress at the moment? What's blocked either because of incomplete information or just stuck?
4. How can I or someone else help?

For more on one-to-ones see Mark Horstman, *The Effective Manager* (summarised [here](#))
Horstman recommends:

- 30 minutes
- Scheduled
- Weekly
- Line manager takes notes