



7 Ways To Get Going As A Team Manager

## Step 05. 1:1s & Check-Ins

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It makes a difference to nearly everyone in a team when they have regular and good quality conversations with their line manager and get a chance to talk about what's important to them and how things are going in the job they do.

For some reason, many managers see 1:1s and check-in conversations as optional and something to do 'when things are less busy.'

They're not (and of course, things are never any less busy!)

1:1s are important conversations and should be a priority for any manager leading a team of people.

### Questions

- What does it feel like when you don't have enough 1:1s and check-ins with your own manager?
- What's it like when a manager cancels or keeps moving a 1:1 conversation?
- When's the last time you chatted on a 1:1 basis with each person in your team?

### Actions

- Plan time to have at least a check-in conversation with everyone in your team at least once a month
- Set a goal to never cancel a 1:1 with any of your team, or only move an arranged conversation once (we all know what that feels like when it happens to us). Tell your team about the goal and discuss how to make it happen alongside the regular pressures of the work you're all doing.
- For each person in your team, think about balancing personal and professional boundaries. In your conversations, make sure you're approachable and friendly and gain your team's trust and respect by being reliable, consistent and by doing what you say you'll do...but watch out not to become too closely involved or overly-personal with the team. Keep a professional distance while not being stand-offish (sometimes it's best to leave the works drinks early!)