1:1 LEADERSHIP LOOP

Individual Alignment & Growth

This is not a status update. This is a coaching conversation. Use this 15-minute rhythm to clear blockers and reinforce ownership individually.

WEEKLY 1:1 AGENDA

10-15 MIN

PURPOSE: To align and grow people, not just manage tasks.

01 CLARITY (2–3 min)

"How clear are you on your role & priorities?"

- Verify their #1 priority right now.
- Check for expectation gaps or uncertainty.
- Anchor to the Employee Success Agreement (ESA) if needed.

02 ACKNOWLEDGMENT (2 min)

"Here is evidence of your progress."

- Recognize specific effort, behavior, or decisions.
- Reinforce Core Value alignment.
- Build trust and safety through validation.

03 RESULTS (5–7 min)

"What is the status of the work?"

- Review Critical Result, key commitments and project milestones.
- Ask: "What's working well?" and "What's been hard?"
- Troubleshoot stuck items logically.

04 EMPOWERMENT (2–3 min)

"What's next—and how can I support you?"

- Identify focus for the next week.
- Identify resources or decisions needed from leadership.
- Check for energy drains.
- Feedback: "What is one thing I can do better to support you?"

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