

The One-one-One Meeting Framework

for Software Managers



MB

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**THE RELATIONSHIP WITH ONE'S
BOSS IS A LENS THROUGH
WHICH THE ENTIRE WORK
EXPERIENCE IS VIEWED.**

Journal of Applied Psychology

GOOD RELATIONSHIPS ARE THE KEY TO ...

- ▶ Loyalty
- ▶ Motivation
- ▶ Communication
- ▶ Delegation
- ▶ Correction & Feedback
- ▶ Dependability
- ▶ Good attitude
- ▶ Strong performance
- ▶ Strong satisfaction

ATTRIBUTES OF ONE-ON-ONE MEETINGS

- ▶ Between you and the developer
- ▶ Done privately
- ▶ Occurs regularly
- ▶ Occurs consistently
- ▶ Bi-directional
- ▶ Business focused, human driven
- ▶ Both come prepared

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THE ONE-ON-ONE FRAMEWORK

AGENDA

1. Greeting
2. Review meeting notes
3. Task review
4. Set priorities
5. Give feedback
6. Solicit feedback

AGENDA – 1. GREETING

- ▶ Talk about life, family, hobbies, vacation, etc.
- ▶ Must be sincere
- ▶ Start each meeting about THEM, with personal discussion
- ▶ Don't give in to the temptation to drop this section when you get busy.
- ▶ Be willing to open up about your life as well

AGENDA – 2. REVIEW MEETING NOTES

- ▶ Review last week's meeting notes together
- ▶ Mark finished items as complete

AGENDA – 3. TASK REVIEW

- ▶ Review of current and upcoming tasks
 - ▶ Get estimates to complete in-process tasks
 - ▶ Inform them about WHY task is important
 - ▶ Allow them to ask questions about tasks
 - ▶ Identify training opportunities
 - ▶ Correct attitude problems

AGENDA – 4. SET PRIORITIES

- ▶ As the boss, it's up to you to set priority
- ▶ They should leave with clear #1, #2 and #3 priority tasks
- ▶ They should come back if they finish early
- ▶ If they don't have enough work, follow-up with them

AGENDA – 5. GIVE FEEDBACK

- ▶ Short feedback loops are most effective
- ▶ Offer praise and correction
- ▶ Whenever possible, give on-the-spot feedback
- ▶ Weekly meeting insures that feedback doesn't get "stale"
- ▶ Be clear and direct
- ▶ Read "The One Minute Manager"

AGENDA – 6. SOLICIT FEEDBACK

- ▶ Ask for the developer's feedback
- ▶ Acknowledge that you need it to improve
- ▶ Make it safe for them to criticize
- ▶ Do not be defensive
- ▶ When appropriate, apologize
- ▶ Model how to receive feedback



**YOU HAVE
QUESTIONS? I
HAVE ANSWERS.**

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THANK YOU!