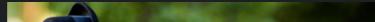


# One-one-One Meeting Framework for Software Managers





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## **GROW HAPPY DEVELOPERS** MARCH 9, 2016

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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

## THE ONE-ON-ONE FRAMEWORK

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#### 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!

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