



Leading remote teams: One-on-one meeting template

Creating connection

Building relationships and trust takes effort, especially in a remote work situation where interactions must be intentional. You should make an extra effort to connect and get to know your employees. Different employees have different preferences and expectations; understanding those preferences will help every employee reach their full productive potential.

Trust building behaviours	
→ Delegate responsibility, not just tasks	→ Be interested in the whole person
→ Be open to new ideas	→ Be honest and straightforward
→ Role model the type of performance you expect	→ Respect confidentiality
→ Hold others accountable	→ Recognize good work

Holding regular one-on-one meetings will allow you to create a connection with your team and is especially important when leading a remote team. Where possible, leverage technology to host video calls. How often you hold these meetings will depend on your availability and the preference and experience level of your employees. Most commonly, these meetings are held weekly or bi-weekly and sometimes monthly.

Below is a template you can use to structure that meeting.

One-on-one meeting template

	Purpose	Example questions	Notes
1 Connect on a personal level	<ul style="list-style-type: none"> Open the meeting by checking in on how the person is doing—don't jump straight to work related tasks and updates. Understand that everyone is different, some feel comfortable sharing a lot about personal lives and others less so, this is true about yourself as well. 	<ul style="list-style-type: none"> How was your weekend? How is the search for the math tutor for your son? 	
2 News and updates	<ul style="list-style-type: none"> Include company related news or updates that can't wait until a team call or has a particularly large impact on the employee. 	<ul style="list-style-type: none"> Last week we acquired a new account, this is very exciting, and we will all be involved. I will discuss this in our upcoming team meeting but I specifically wanted to mention this to you as it will require a shift in priorities for you for the next two weeks. 	
3 Job related discussion	<ul style="list-style-type: none"> Check in regarding role responsibilities—any specific items that you need an update on or about which you need to share information Clarify expectations on deliverables in terms of timelines or quality Make sure to inquire if your employee needs any support 	<ul style="list-style-type: none"> Let's go over your current projects, their status and any areas where you need support. 	
4 Growth and development	<ul style="list-style-type: none"> Check in on development or career goals that have been discussed or spend the time to set them. If there is not enough time in the meeting to discuss, set a separate meeting dedicated to this topic. 	<ul style="list-style-type: none"> When we last spoke, you wanted to learn more about the Marketing team. How was your meeting with the Marketing Director? 	
5 Closing	<ul style="list-style-type: none"> Before ending the meeting, inquire if there is anything else that the employee would like to discuss or needs help with 	<ul style="list-style-type: none"> Is there anything else that that you would like discuss? 	

Establish effective HR processes

Attracting qualified talent is a challenge for many businesses, but of equal importance is how those resources integrate within the company and perform once they are hired. We can help you implement a strong HR management process that will enhance your recruitment and retention practices, so you can attract and motivate qualified talent for your growing business.