

# One to ones



## What are One to ones at Here?

A one to one is a two way conversation with a colleague where we take some time together to check in and focus our attention on one of us - how I'm doing, what I need, to explore questions, get advice, make requests, offers and for getting feedback. It's an opportunity to get support, feedback and to talk about what matters.

### Seeing it in action

You can find colleagues in L&D, the Enabling Team and Circus who do this well

**Contact them to arrange a chat**

### Training in the practice

You can access introductory and refresher training.

**Contact the Circus team to discuss training**

### Learning resources

This document and related worksheets offer an introduction and learning reference for 'One to ones' practices.

**See overleaf to read more**

## How we do things 'round Here

At Here we have some key practices and ways of working that support us to realise our purpose to create more possibilities for care in every moment.

They are a set of practices for developing our work together, sharing information, supporting ourselves and others and making good decisions.

They are the gathered experience and expertise from across the organisation and are practical resources and training for:

- Recruiting
- Onboarding
- One to ones
- Meetings
- Courageous conversations
- Making good decisions and acting wisely
- Creating impact together

**Speak to the Circus team to find out more**

# How we meet one to one at Here

A good one to one should be purposeful and an opportunity for learning for both parties.



# Meeting one to one where you are

These more detailed hints and tips can help you make one to one meetings work for you.

## Preparation

### Power and hierarchy

Think through any power dynamics and how you will work with them.

### Time and Place

What will best suit this 1:1? A quiet room? Open air? A pod? Walking?

## The One to One

### Psychological Safety and trust

- Whole person check in – how are things going? how are you?
- Reflecting on what we recorded from our last 1:1
- Clarify your intention. What do you need from this 1:1?

### Dialogue:

#### Speak so the other can listen

- Explore the questions and issues together. Action plan to address them.
- Share feedback – appreciation, coaching or evaluative
- Share annual leave and sickness data

### Listening:

#### So that others can think and speak

- How is your work going? Is there you'd like to look at or talk about?
- Is there anything I can support you with?
- Is there anything you've noticed that you think we should be paying attention to?

### Rounding up

- Reflect on the 1:1. How was it? Did the person get what they needed?
- What should be recorded and who will record it?
- What will happen next?
- When will the next 1:1 be?

## After

- Agree the record and file it.
- Keep it in touch around any agreed actions

## Get going – tips for both of you

- Choose one thing to work on – too many things to change at once is overwhelming. Choosing the first thing and return to it next time.
- Try small experiments
- Hierarchy and trust – where a power difference is affecting the conversation, acknowledge it and discuss ways to work with it rather than wishing it away.