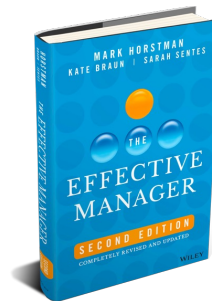


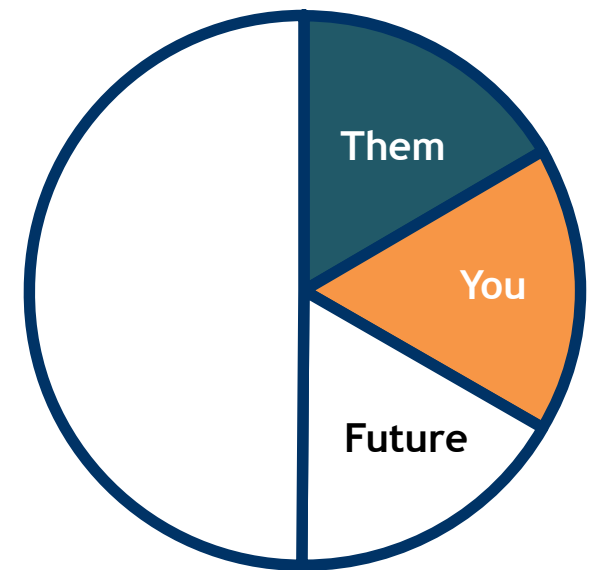
The Effective Manager

One-On-Ones



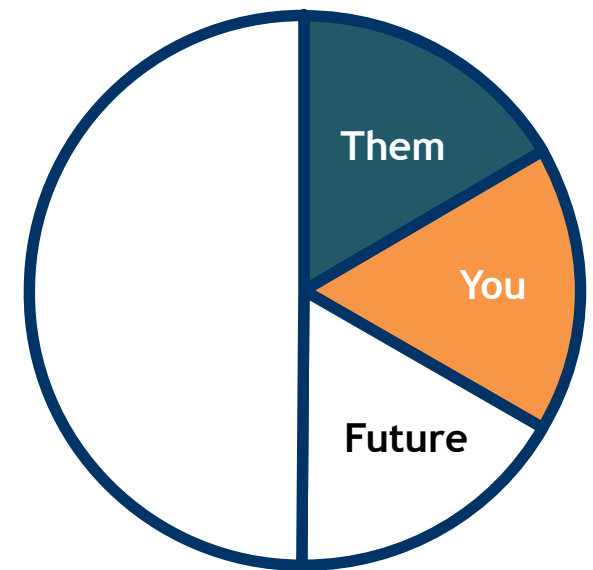
One-On-Ones Encourage Relationships

- **MTO3s (Manager Tools One-On-Ones) Are...**
- **Scheduled**
- **Weekly**
- **30 Minutes**
- **Where The Direct's Issues Are Primary**
- **The Manager Takes Notes**



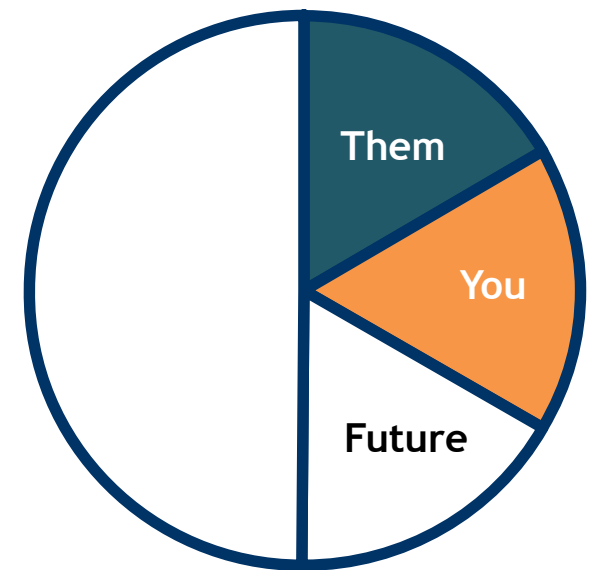
One-On-Ones - When?

- ***Scheduled***
 - NOT Ad-Hoc
 - “Talking All The Time” Does Not Work
- ***Weekly***
- **Rarely Missed**
 - “Never” Canceled
 - Rescheduled When The Conflict Arises



One-On-Ones - How Long? About What?

- **Their 10 Minutes**
 - *Whatever THEY Want - NOT What You Want*
 - *They'll All Be Different*
- **Your 10 Minutes**
 - Whatever YOU Want (Work)
- **Future 10 Minutes**
 - Coaching And Career Planning
- **90+% = 15-15**



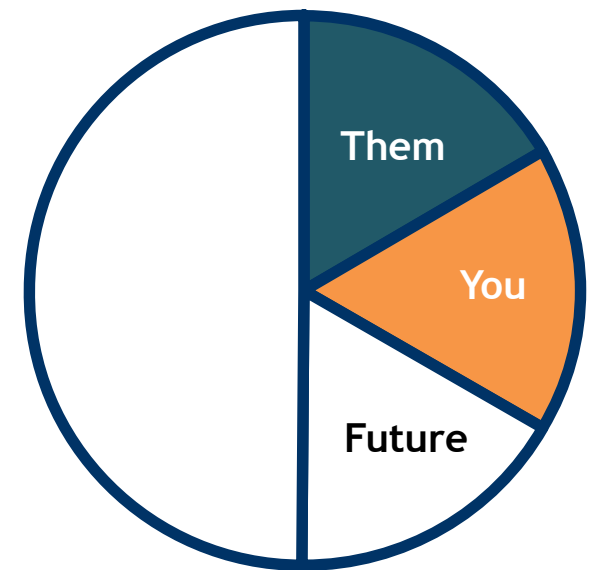
One-On-Ones - Location

■ In Person Is BETTER

- Not In Public, But Private Isn't Necessary
- If You Have An Office, THERE
- If You Have A Cubicle, That's FINE*

■ Remotely

- Set The Example But Don't Fuss
- Video Recommended, Phone Okay
- You Initiate The Call



One-On-Ones - Note Taking

- One-On-Ones Are Business Meetings
- Handwritten, Please
- Tech Is Welcome For Other Things
- You Can Use One Of Our [MTO3® Forms](#)

