

121 SESSIONS



Why 121 sessions are important

It may be tempting to skip on 121 sessions but don't do it.

These catch ups are your main chance to listen to your team member, their concerns, achievements, or hopes. It's your main gateway to build trust and relationship with them.

It's your opportunity to check how they are doing with their assignments.



The frequency.

Weekly or fortnightly - depends on the team member and situation in the team.

The duration.

30-45mins.

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What to cover during regular 121 sessions

Work towards having a balance between work topics and lighter ones.

- a) Check how your team member is - ok, happy, satisfied, under pressure, disappointed?
- b) Discuss progress of the assigned tasks - are there any obstacles that you can help remove? Hold your team member accountable for their delivery.
- c) Talk about professional and personal developments opportunities - is there anything that you are aware that the team member would be interested in? Or maybe they have spotted a secondment opportunity in the company?
- d) Cover your team member's recent achievements or things that you've noticed and want to praise - every small or big accomplishment is worth celebrating
- e) Lastly, simply have a chat - however be careful not to pry. Some people don't like sharing anything that is not work related, and you need to respect that.

Prepare and take notes

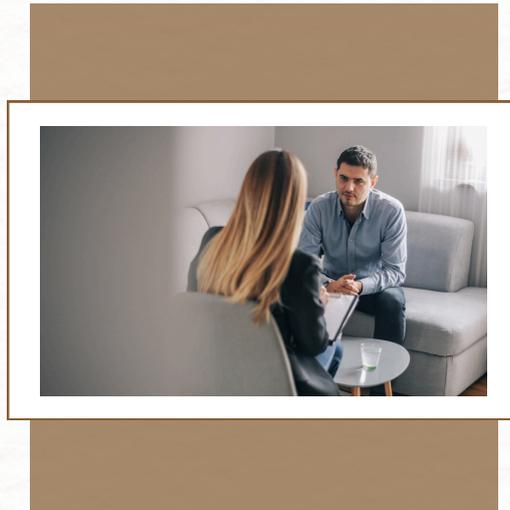
Regular 121 sessions should feel like a continuous conversation.

This means you need to get into a routine of taking notes during your catch ups, and then reflecting on them during the following session.

This will help you and your team member to keep track of topics.

It also shows you are interested, you care, and will help with building trust.

Make sure you follow up on actions taken during the session too.



Find out more at

www.diaryofalearningleader.com