



# Setting up 1-on-1s

1. **Scheduling 1-on-1s through Outlook**
2. **Creating 1-on-1 Agendas**
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4. **Preparing for 1-on-1s**
5. **Archiving conversations**

**Performance Partnerships**

*Grow together, achieve together* 

# Why do we need this process?



At Endeavour Foundation we are focused on a culture of **continuous feedback** and **2-way conversations**.

**Regular 1-on-1s** makes it easy to get out of the day-to-day work and provide opportunities to have a **meaningful conversation** between leaders and direct reports.

The process encourages leaders to support the focus and growth of their team, resulting in **teams which are engaged and performing**.

# Before you start...



Leaders are accountable for setting up 1-on-1s and ensuring they occur regularly

Both leaders and direct reports should take time to prepare, reflecting on any notes from the last 1-on-1

Review any agenda items and responses that have been added for the upcoming 1-on-1

Find a good, quiet location for your 1-on-1 and be punctual – even if it's held remotely!

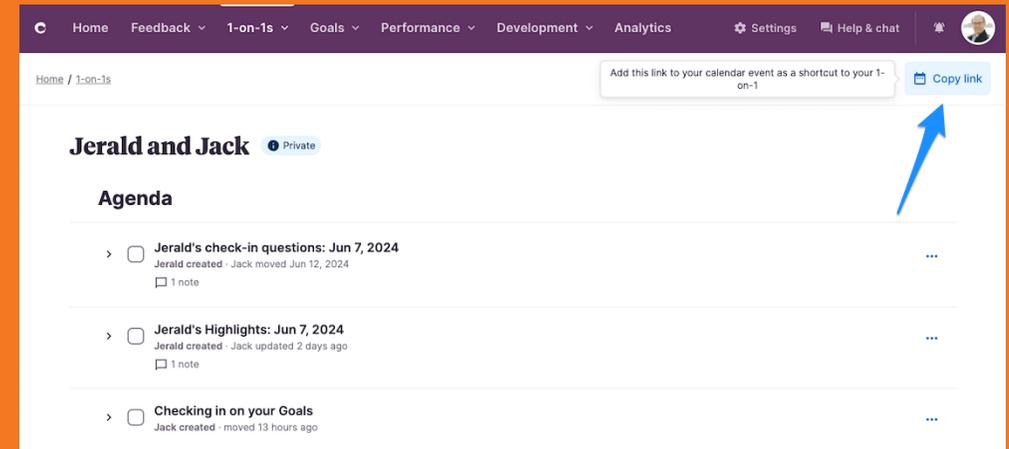
# 1. Scheduling of 1-on-1s

Culture Amp no longer requires syncing with Outlook calendars. All scheduling of 1-on-1's will be organised through your Outlook meeting invites.

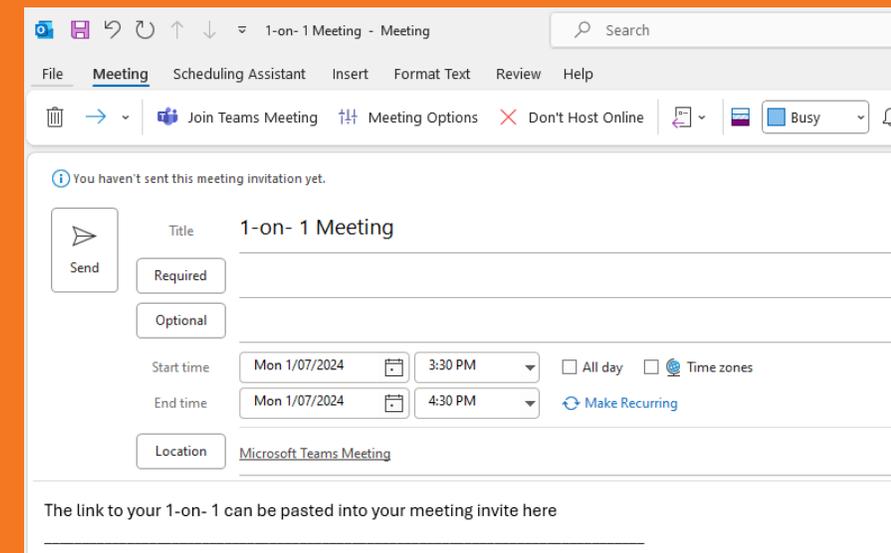
## Scheduling 1-on-1s through Outlook

Create a recurring meeting through Outlook using normal processes and invite your direct report.

You can use the **'Copy link'** feature to include a direct link to the 1-on-1 agenda. This can be added into the message section of your meeting invite for easy access.



The screenshot shows the Culture Amp interface for a 1-on-1 meeting with Jerald and Jack. The agenda includes items like 'Jerald's check-in questions: Jun 7, 2024' and 'Jerald's Highlights: Jun 7, 2024'. A blue arrow points to a 'Copy link' button in the top right corner, which is used to generate a direct link to the agenda.



The screenshot shows the Outlook meeting creation interface. The title is '1-on- 1 Meeting' and the location is 'Microsoft Teams Meeting'. The start time is set for Mon 1/07/2024 at 3:30 PM, and the end time is Mon 1/07/2024 at 4:30 PM. A message at the bottom states: 'The link to your 1-on- 1 can be pasted into your meeting invite here'.

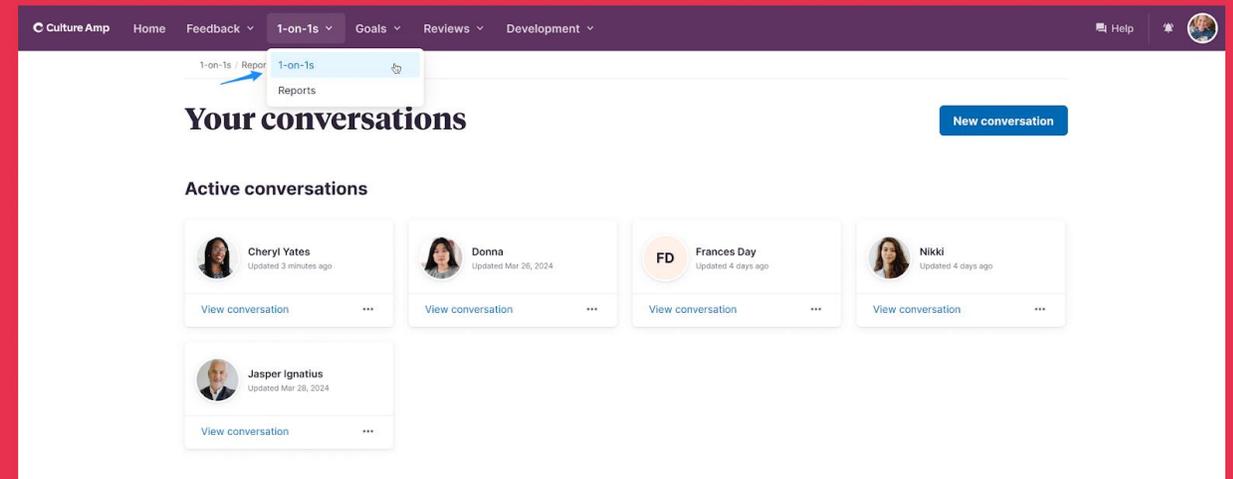
# 2. Creating 1-on-1 Conversations

## To access your '1-on-1s'

- Open CultureAmp and select **'1-on-1s'**
- Locate your direct report or leader and select **'View Conversation'**.

## For Leaders:

- If you have no previous 1-on-1s with a direct report, select **'New Conversation'** to create the new 1-on-1.

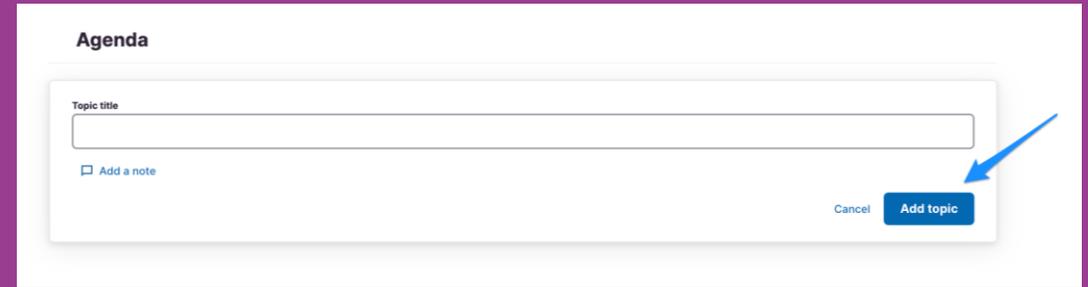


# 3. Updating Agenda Topics

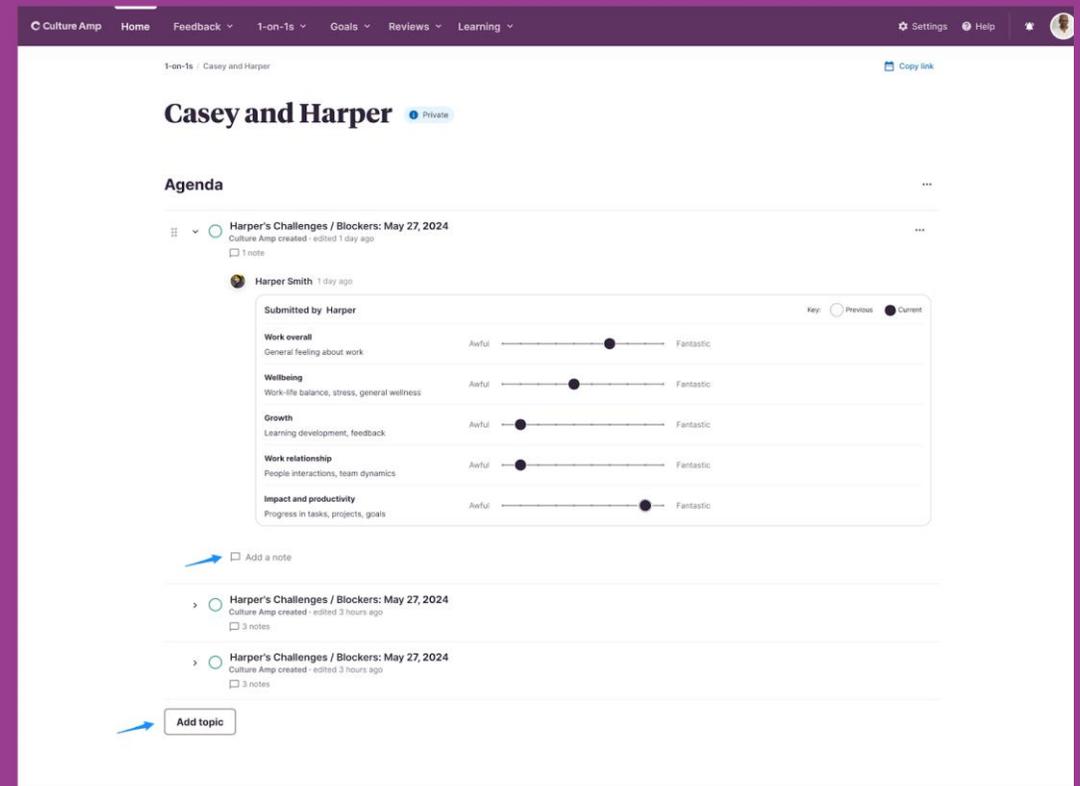
Both direct reports and leaders can update or add any additional topics or notes they would like to discuss during the 1-on-1 meeting.

## To add agenda topics

- Add topics and notes to the agenda, clicking **'Add topic'** to save.
- Leave the topics unchecked until discussed.
- Anything not checked off will roll over to the next meeting.



A screenshot of the 'Add topic' form. It features a text input field labeled 'Topic title'. Below the input field is a checkbox labeled 'Add a note'. At the bottom right of the form are two buttons: 'Cancel' and 'Add topic'. A blue arrow points to the 'Add topic' button.

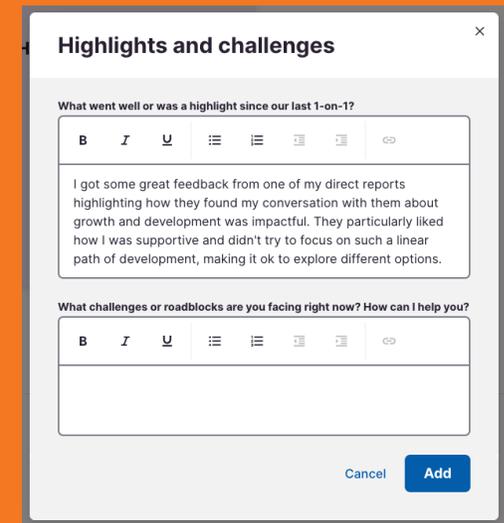
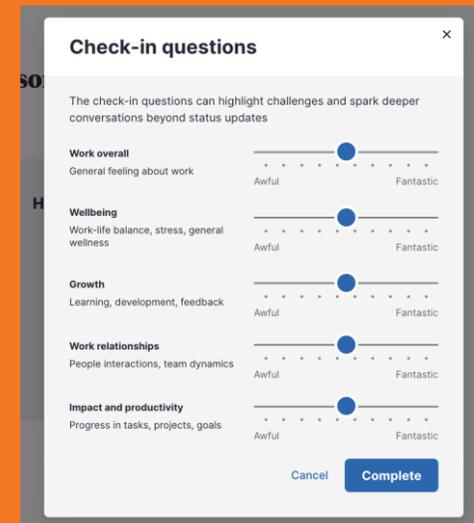
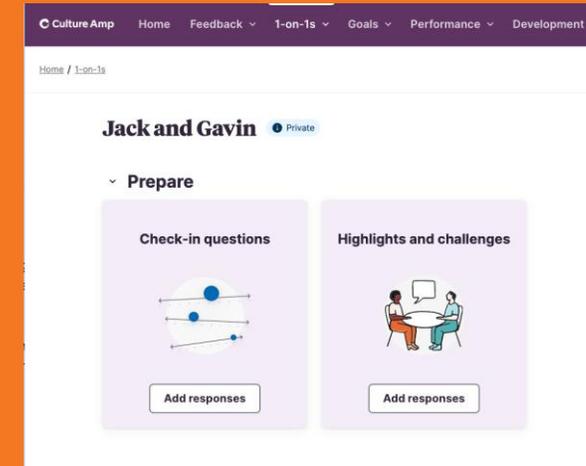


A screenshot of the 'Casey and Harper' agenda page. The page header includes navigation links for 'Home', 'Feedback', '1-on-1s', 'Goals', 'Reviews', and 'Learning'. The main content area shows the agenda for 'Casey and Harper' with a 'Private' status. The agenda list includes a topic titled 'Harper's Challenges / Blockers: May 27, 2024' with 1 note. Below this is a detailed view of the topic submitted by Harper Smith, showing a progress bar for various categories: Work overall, Wellbeing, Growth, Work relationship, and Impact and productivity. Each category has a progress bar from 'Awful' to 'Fantastic' with a slider indicating the current status. A key indicates that the current status is 'Current'. Below the detailed view is an 'Add a note' button. At the bottom of the page is an 'Add topic' button with a blue arrow pointing to it.

# 4. Preparing for 1-on-1's

The **'Prepare'** section is only available to Direct Reports.

- Before your 1-on-1 meeting with your leader, head to the **1-on-1s** page.
- Locate the conversation with your manager and select **View conversation**.
- Take a moment to reflect on how things are going with a brief check-in.

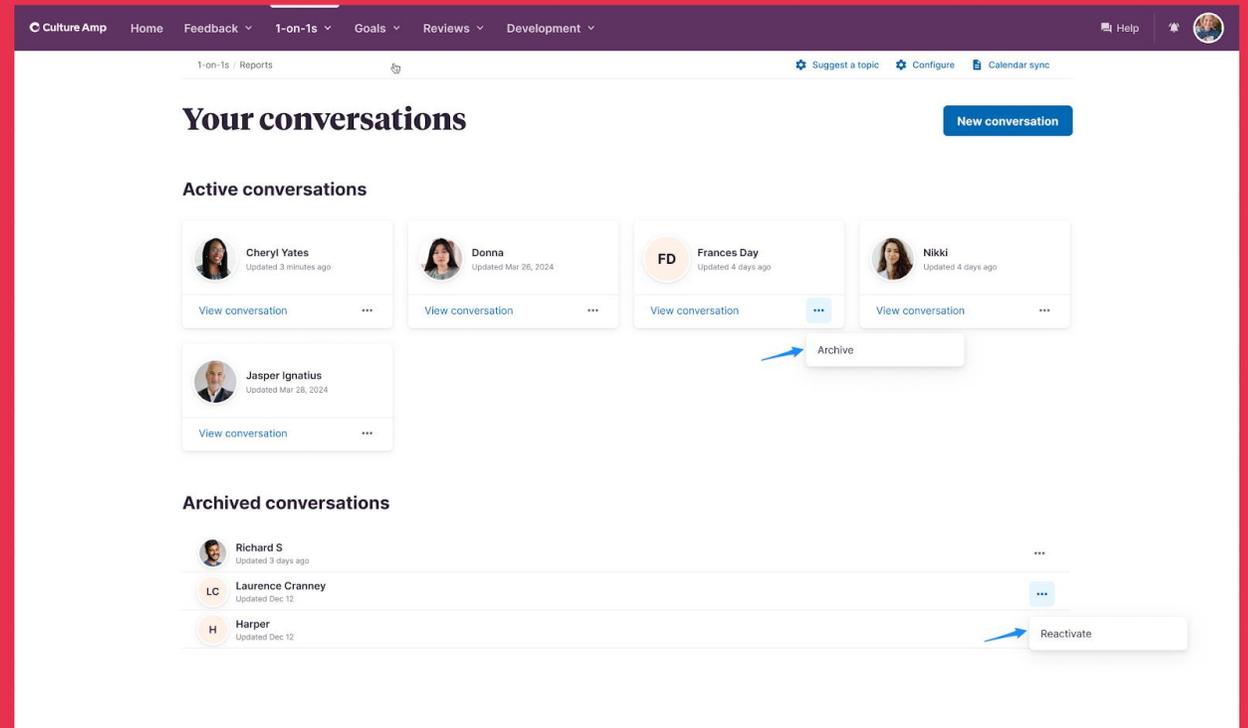


# 5. Archiving 1-on-1 conversations

## For Leaders:

Archiving may be required when a direct report changes teams or resigns.

- To archive a 1-on-1 conversation, find it under the **'Active conversations'**.
- Click the ellipsis icon next to the conversation and select **'Archive'**.
- To reactivate an archived conversation, find it under the **'Archived conversations'** section.
- Click the ellipsis icon next to the conversation, and select **'Reactivate'**.



# Top Tips!



## On the day of the 1-on-1:

- Meet and discuss the agenda
- Check-in items and reflections
- Add in shared notes during or shortly after the meeting.

If your direct report hasn't added agenda items, remind them to add anything they want to discuss.

# Need Support?



Access Culture Amp here:  
[Culture Amp Website](#)



Chat to your Leader or your  
P&W Business Partner



Log a ticket in the  
[#TeamPossible Support Hub](#)

#team  
possible  
support hub



Check out the Intranet Page  
[Performance Partnership  
Intranet Page](#)