



Setting up 1-on-1s

1. **Setting up 1-on-1s**
2. **Syncing Calendar**
3. **Edit, pause or resume 1-on-1**
4. **Delete 1-on-1**

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 with your direct reports.

The process encourages you to support their focus and growth and you'll experience more effortless and enjoyable leadership when your team is engaged and performing.

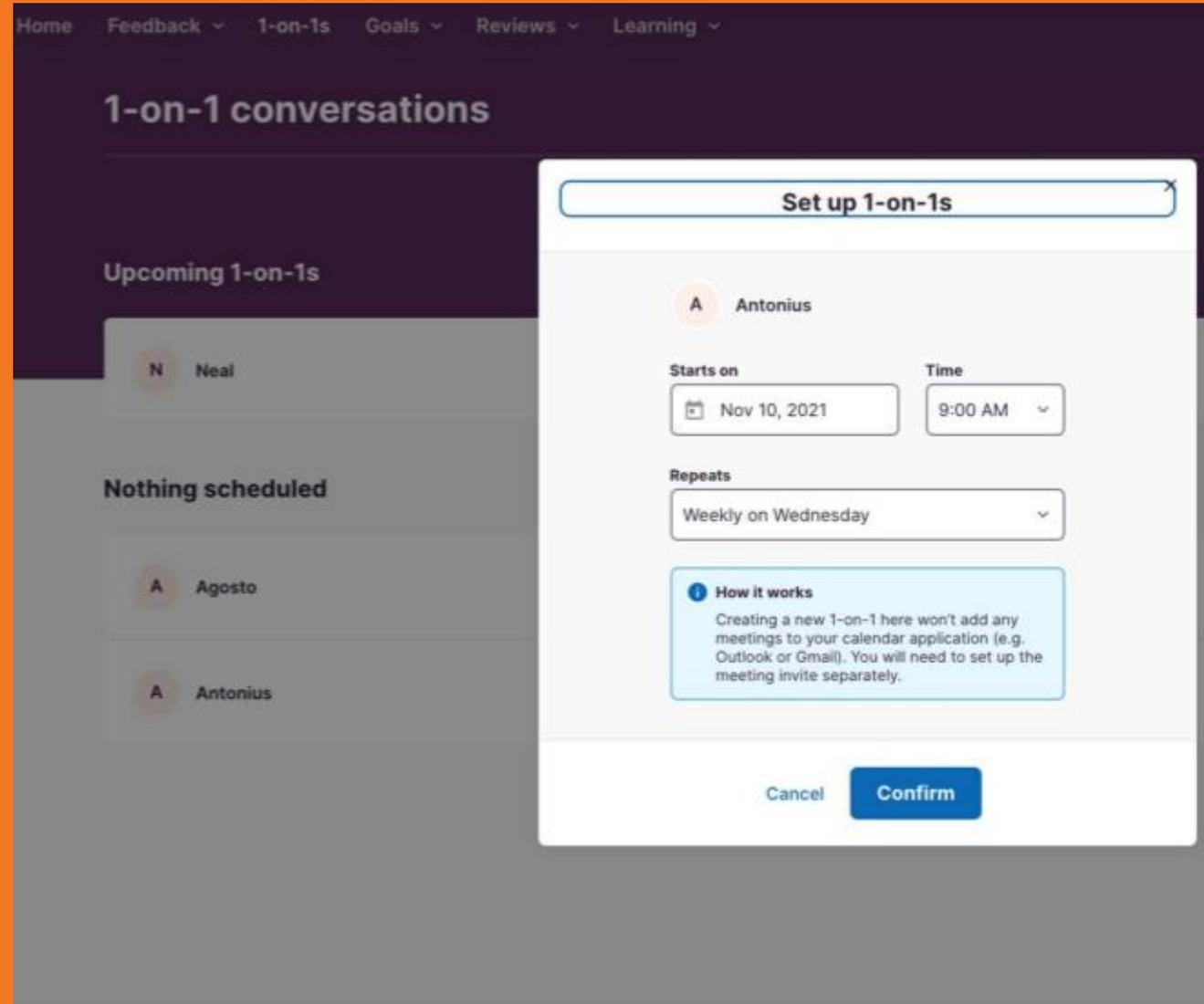
Before you start...



- Leaders are accountable for setting up 1-on-1s and ensuring they occur regularly
- Take time to prepare and reflect on the time since your last 1-on-1
- Review any agenda items and responses that have been added
- Find a good, quiet location for your 1-on-1 and be punctual – even if it's held remotely!

1. Create 1-on-1

- Open CultureAmp and select **'1-on-1s'**
- Locate your direct report and select **'Set up 1-on-1s'**
- Choose **'Starts on date'** and **'Time'**
- Add your **'repeats'** and then click **'confirm'**
- Send a calendar invite in Outlook to your employee **(with no end date for the recurrence)**

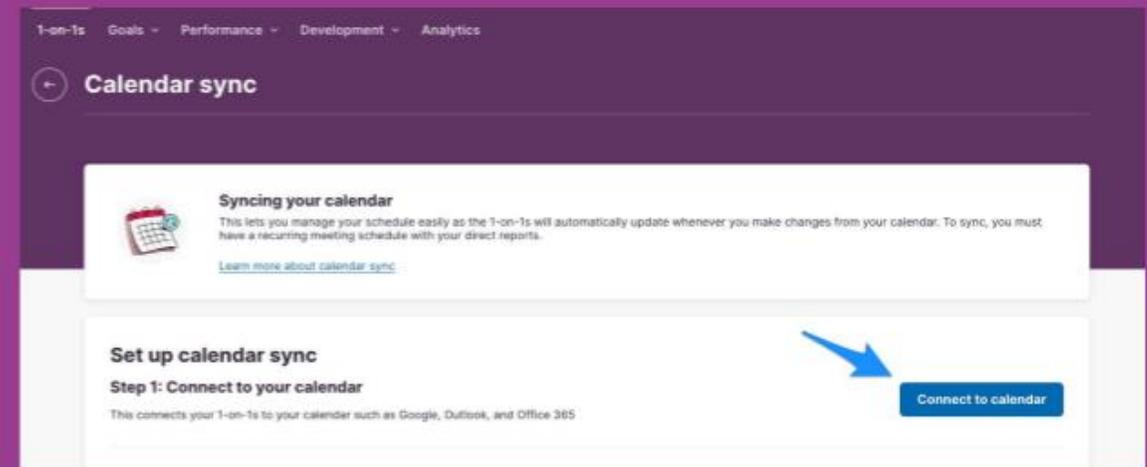
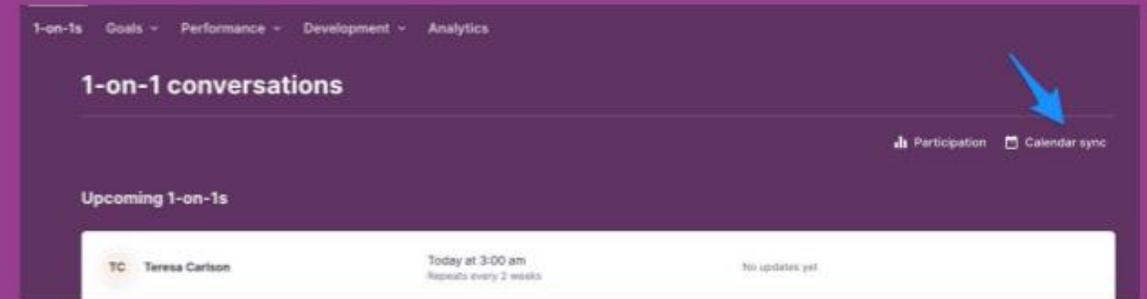


2. Sync 1-on-1 to Outlook Calendar

- Via the 1-on-1s menu, select 'Calendar Sync'
- Connect to your calendar
- Sync calendar events

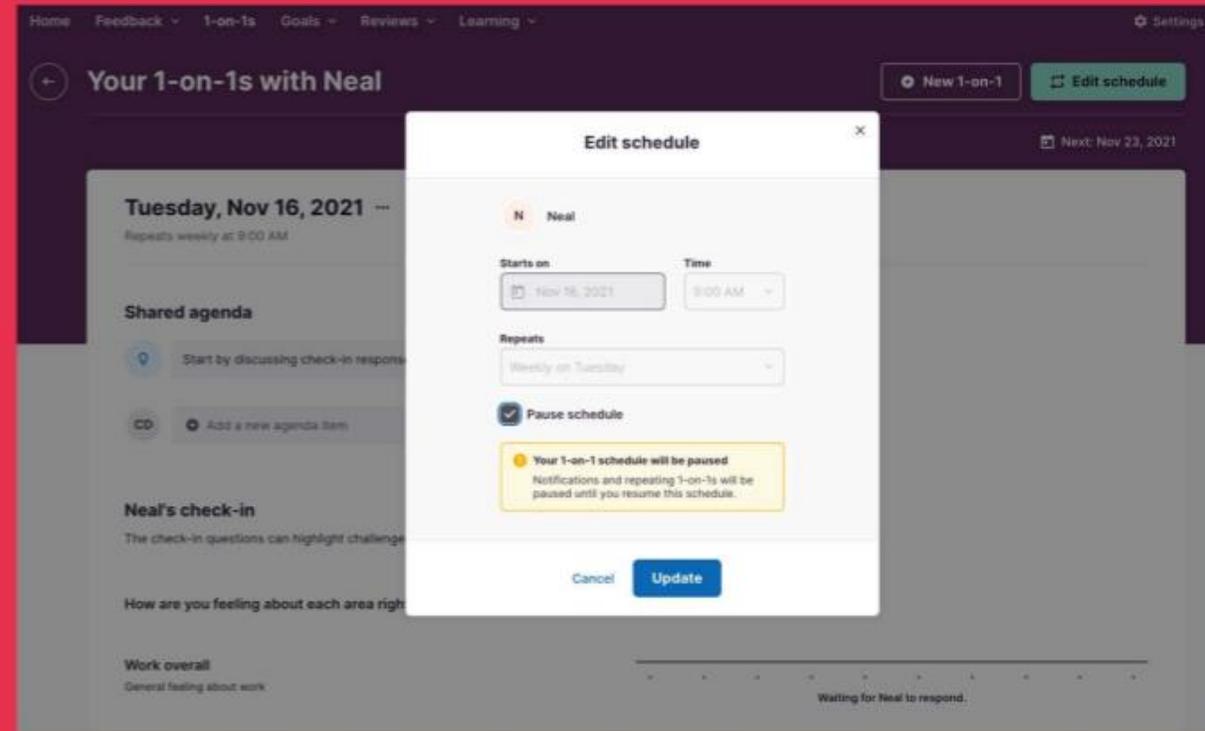
Please Note – you may be prompted to select your email provider so Culture Amp can access your calendar. Enter your email address via Microsoft Exchange.

Once completed, CultureAmp will update automatically when you change a time in Outlook.



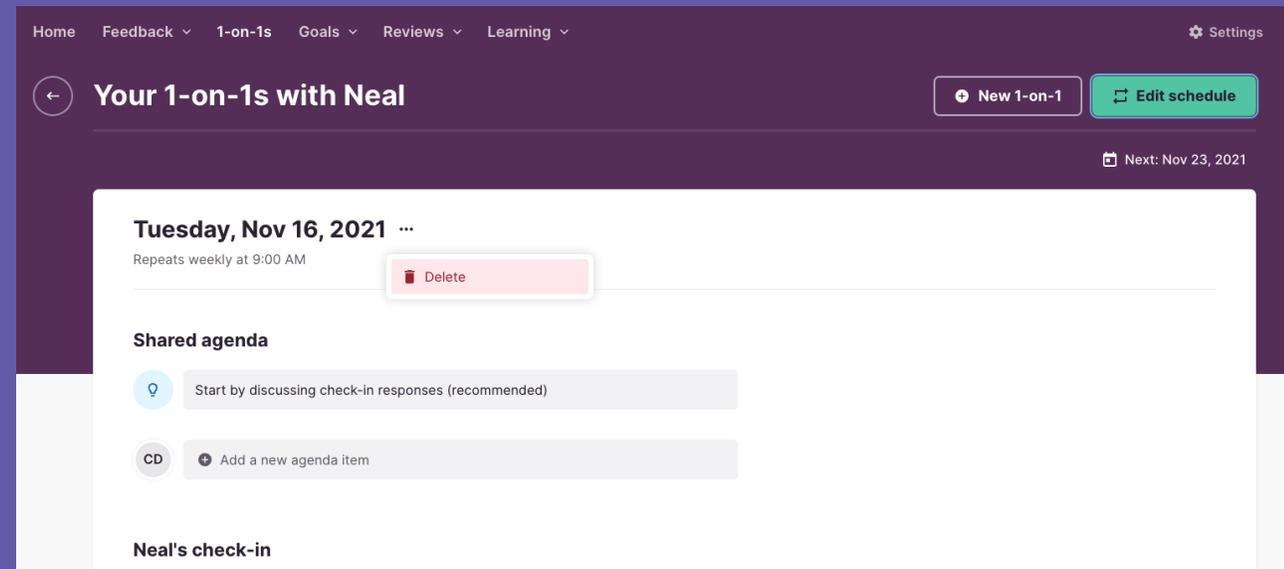
3. Edit or pause or resume 1-on-1

- Via the 1-on-1s menu, locate and select your direct report
- Click **'Edit Schedule'**
- To edit, choose your **'Starts on date'** and **'Time'**
- To pause, select the **'Pause Schedule'** tick box
- To resume, de-select the **'Pause Schedule'** tick box
- Click **'update'**



4. Delete 1-on-1

- Via the **'1-on-1s'** menu, locate and select your direct report
- Scroll and locate the 1-on-1 instance you would like to delete and click **'edit'**
- Click the (...) and click **'delete'**
- Select **'Delete'** again to apply the change



Top Tips!



On the day of the 1-on-1 meet and discuss the agenda, check-in items and reflections while adding any shared notes in the platform during the meeting.

If your direct report hasn't added agenda items, you may want to give them a gentle nudge 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



Email the Team!
learning@endeavour.com.au



Log a ticket in the
#TeamPossible Support Hub

#team
possible
support hub



Check out the Intranet Page
[Performance Partnership
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