

“Career Creating” 1-1 Template

As you may have heard on the podcast, Bobby Dewrell described his template for a 1-1.

<https://brighthillgroup.com/podcast/working-remotely-bobby-dewrell>

- That’s as good a template as I’ve seen, so I’m shamelessly copying it from him and sharing it with you.
- Remember that as a team member:
 - YOU are responsible for 1-1 meetings and how well they go.
 - They are up to YOU, so YOU prepare for them.

How to present this to your boss

“Hey boss. I’d like to meet regularly with you - just 30 minutes every couple of weeks.” (or more often if your boss is open to it.)

“I’d like to make that time really efficient, could we try this?”

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5 Minutes - “Casual Catch Up” -

Here’s where we connect and discuss stuff inside or outside of work not on my current to do list.

10 Minutes - “Boss Download”

Here’s where you let me know what I need to know to be successful. Catch me up on news, tasks, new deadlines, new assignments - whatever I need to know to help you look great and help me perform at my best.

10 Minutes - “My Time”

Here’s where I’ll give you status on my progress, areas where I need your help, or where I need help from others. We’ll get clarity on what I need to do next, and how I can succeed on the tactical work.

5 Minutes - “Goal progress”

Here’s where we will talk about anything related to my annual goals, my compensation or bonus related work. We can talk about training, professional development or opportunities for experience and exposure that can help my career.