

## 1 THE ON-PURPOSE 1:1

### 1. GET CONNECTED:

Check in, get related

- How are you, really?
- What went well this week / What can we celebrate?
- \* Leaders shares one thing about DR, DR shares one thing about themselves

### 2. ESTABLISH OUTCOMES:

Gives autonomy to DR

- What do you want to accomplish this time?
- What's most important right now?
- \* DR shares first, Leader aligns and adds after

### 3. CONVERSATION BUILDERS:

Optional: see back of card

- Getting Real
- Finding Solutions
- Developing Career

### 4. SUPPORT/ACCOUNTABILITY:

Reinforces collaboration

- What are your actions/commitments before next meeting?
- How can I/the team support you?

### 5. DEBRIEF:

Opportunity for feedback

- What was most useful for you in this conversation?

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## 2 CONVERSATION BUILDERS

Optional conversations to optimize the weekly 1:1

### GETTING REAL:

Employee Focus: light-touch development

- What could be going better?
- What's been challenging **for you**?
- What questions and/or gaps are emerging?

### FINDING SOLUTIONS:

Situation Focus: expand options - see what's possible

- What ideas do you already have?
- What advice would you give somebody else?
- If you knew you couldn't fail, what would you do?

### DEVELOPING CAREER:

Purpose Focus: return to fulfillment

- What are you enjoying most?
- What is catching your interest?
- What could success to look like?
- What gaps are you seeing?

Expander Question: "and what else...?"

Focus Question: "what's most important/impactful?"

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### ③ THE NEUROSCIENCE OF ENGAGEMENT

#### Social Factors

#### CONNECTION:

- Your sense of safety with others  
"Are we together or am I alone?"

#### CERTAINTY

- Your ability to predict what will happen/the future  
"Is this clear or questionable?"

#### RANK

- Where you stand relative to others  
"Are you higher or lower than I am?"

#### AUTONOMY

- Your sense of control over events  
"Are you giving me freedom or taking it away?"

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### ④ HOW TO CONNECT IN A REMOTE ENVIRONMENT

#### INSTEAD OF...KEEPING A PROFESSIONAL DISTANCE:

##### Create Connection

- Ask: "How are you (really)?"
- Share about yourself and be interested in them

#### WHEN...YOU'RE THE BOSS (AND DANGEROUS)

##### Raise Their Rank, Lower Yours

- Give acknowledgement on behaviours & actions
- Share your challenges & obstacles

#### IF...YOU KNOW WHAT TO DO:

##### Give Autonomy

- Tell/Assume less, Ask more
- Ask: "What's most difficult about this for you?"
- Ask: "What ideas do you already have?"

#### WHEN YOU THINK ... IT'S NO BIG DEAL:

##### Be Clear, Provide Certainty

- Consider: What do I really need here?  
What's the impact on them?
- Ask: How could this work for you?

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