

# One-on-Ones 101

## GUIDE TO A SUCCESSFUL 1:1

### WHAT IS A ONE-ON-ONE?

A one-on-one is really just a conversation with a plan. You pre-arrange a time to meet, set goals for the meeting, and have a specific "ask" or action step in mind for the end of the conversation.

### WHY HAVE A ONE-ON-ONE?

A one-on-one done well has the power to:

- bring interested community members to the table to discuss important issues
- build community among those who participate
- create space to ask questions and gain clarification in a less formal setting
- provide a space for people to make commitments to support your work
- bridge divides between people of differing opinions

### HOW CAN I HAVE A GOOD ONE-ON-ONE?



#### Be prepared.

Know what to say about yourself and your goals. Remember what you know about them.



#### Legitimize yourself.

Explain how you're connected to the issue you care about and why you're a credible source for information about it.



#### Listen.

Try to understand their perspective and motivation. Ask questions about how they got to where they are and where they are going.



#### Speak your truth.

Share striking truths about your issue with data, anecdotes from others, or your personal experiences.



#### Get a commitment.

Ask for a commitment that is possible for them to fulfill and that gets you closer to your goal.



#### Follow up.

Follow-up to thank them after the meeting. Later, acknowledge their progress on the commitment.