

1 on 1 Development

There must be a healthy dynamics established to lead leaders in a one on one setting. When you meet with someone that reports directly to you, remember, there must be a release of responsibility AND authority. They must carry the weight of the meeting, drive the growth of their area while you, as the Supervisor, ensure that that the are in the right position (emotionally, mentally and spiritually) to lead where they are.

Ask yourself:

- Do I track what my "direct report" has been working on?
- Do I set the agenda for what we are to be talking about?
- Do they come in with a blank sheet, looking to you for what to do next?
- Do I give my "direct report" new tasks and assignments that I wish they had thought of themselves?

If you answered, "yes" to any of these questions you should consider evaluating several areas. First, evaluate what level you have set the standard for your "direct report" to truly lead their area of ministry. Secondly, evaluate the approach you take in how the meeting is conducted.

Here are the three targets for one on one development.

- Inspect and develop their leadership health
- Expect them to drive the agenda
- Connect their ideas to the larger vision

SAMPLE: An organic one on one approach to development Supervisor

Supervisor

- Professional Accountability
- Leadership Development
- Conflict Management



- Detailed Ministry Updates
- Decision Needing to be Made
- Requests for Future Projects

Direct Report

1 on 1 Template:

1. How are you? (Relationship)
2. How is _____ going? (Development)
3. How can I support you? (Results)

Effective One-on-One Meetings

Personal

People want to know that you care for them as a leader. So start your time together by asking them about their life. Here, I simply ask, “so what’s been happening in your life?” Take some time to catch up on how their family is doing, or how they are doing at work. Use this time to find out what God has been doing in their lives personally, and don’t forget to share from your own life as well. This is an important time for building community and trust.

Sample questions:

- How are you doing?
- What is God teaching you while you’re reading His word?
- What has God been saying to you lately in prayer?

Priority

One of the main reasons you want to meet with your leaders one-on-one is to find out what their top priorities are for their team and see if there are ways you can help or coach them. In this section, I ask, “What are your top priorities with your team at this time?” Priorities give insight into the values of the leader. They also help the leader identify the team’s greatest needs. As they share two or three top priorities, you get a great opportunity to ask some follow-up questions and dig deeper into what they are trying to accomplish in their team. As they share, be focused on being an encourager. Give them ideas for resources that might help, and let them know you will be praying for them in this area.

Sample questions:

Take a few minutes to reflect on each of the individuals in your team.

- How would you describe their current growth?
- Why is their growth this way?
- What things are going on in each of their lives that could help or hurt their growth?
- How are you doing at identifying and mentoring a new leader?
- What are the top priorities you are working on your team?
- What is going well with your team that really excites you?

Problems

One of the most valuable times during these one-on-one meetings very often comes at this point. Ask the leaders, “what problems are you facing and how can I help?” Most of the time, leaders are facing some sort of challenge in their team and this question gives the leader a chance to ask for help, seek advice, and just talk it through. Make sure to ask some probing questions before offering advice, because this will help them go into detail and direct you in the best way to coach. Remember, you don’t have to be the expert; sometimes listening will be the biggest help.

Sample questions:

- What challenges are you facing?
- How can I help?

Plan

All of us have been in a meeting where many good ideas were discussed, but no idea gets carried out. This is where you can prevent that from happening. This part of the agenda is meant to be short. By this time, you have discussed a lot of things, so simply ask, “what are the things you are going to do as a result of our meeting today?” or “what are two or three action steps you are going to take next?” These questions are designed to help the leader summarize, and carry out the ideas discussed during this one-on-one. Once the leader shares their plan (or action steps) you can follow up with them later, and encourage them in accomplishing their priorities. Knowing they have actually shared a follow up plan with you will make it more likely they will follow through with this plan.

Sample questions:

- How can you overcome the challenges that you are facing?
- What are you going to do as a result of our meeting today?

Pray

Before you end your time together, make sure you allow enough time to ask “how can I pray for you?” Listen to your leader’s prayer requests and share your own. There is no better way to carry each other’s burdens than to pray with and for each other. Pray through the priorities, problems, and plans of the leader. Draw near to God and have Him draw near to the both of you. Don’t just end your time in prayer as if it were a checklist item, but really be intentional in your prayers for each other. This is a sacred time. Be aware that God makes us for community so we can share in each other’s struggles.

If you are a coach, you have the responsibility of caring for your leaders. Be proactive and initiate a relationship with your leaders. You won’t always know what to say, but take the risk to reach out. Think through how these 5 P’s could help you in your leadership.