

One-on-One Meeting Email Template

Send an email similar to the one below to announce the launch of your one-on-one meeting practice. This email is intended to keep your team on the same page, explain the core concept, and to allay any fears.

Team,

After completing some recent training I've decided to begin meeting with each of you individually on a weekly basis. We'll call these meetings "one-on-one's" or "O3 meetings", they'll take place in the conference room, and they'll last 30 minutes or less. The goal of weekly one-on-one's is to ensure frequent, open communication and relationship building.

You might be thinking, "We talk all the time! Why do we need another meeting?" It's true we talk frequently throughout the day but usually it's about a specific project or issue. The weekly O3 meeting is really *your* chance to share with me anything that's on your mind including new ideas, problems or frustrations, things that are going on outside of work, your projects—whatever. I'll take a few minutes at the end of each meeting to share any news, to give feedback, and to ask about any projects or key metrics I'm curious about.

I'll reach out soon to get these meetings on our calendars. Ideally we'll hold them at the same time, and on the same day, each week. I can't promise I won't ever cancel them, but they are a high priority for me and I'll cancel only as a last resort. I'd like to start holding these meetings about four weeks from now.

Since we're all new at this I'm sure it will take us some time to figure them out, but many who have adopted them swear that their valuable.

- Name