

# Common Misconceptions Surrounding 1-on-1 Meetings

Despite their widespread adoption, several misconceptions persist regarding the nature and purpose of 1-on-1 meetings.

Among the most prevalent pitfalls are:

## Viewing 1-on-1 Meetings as One-Way Feedback Sessions:

Contrary to popular belief, 1-on-1 meetings are not platforms solely for delivering criticism or pointing out employee performance flaws. Effective feedback entails a balanced discussion encompassing both strengths and areas for improvement.

Managers should use these sessions as opportunities for constructive dialogue and coaching, fostering mutual growth and development.

Avoid scheduling 1-on-1 meetings solely to deliver negative feedback, as this can create a perception of negativity and undermine the purpose of the interaction.

## The Importance of the First Meeting:

The initial 1-on-1 encounter sets the tone for subsequent interactions and lays the foundation for trust and rapport between manager and employee. While the inaugural meeting may feel somewhat awkward as both parties acquaint themselves, it provides a valuable opportunity to establish rapport and build a connection. Managers should approach this meeting with



empathy and openness, recognizing that subsequent sessions will likely improve as mutual understanding deepens.

### Consistency and Frequency:

While monthly or quarterly meetings may suffice for some teams, regularity is key to effective communication and promptly addressing emerging issues. Weekly or biweekly 1-on-1 meetings allow managers to stay attuned to employee sentiments and proactively address concerns before they escalate. Consistency in scheduling and a commitment to upholding these meetings demonstrate a manager's dedication to fostering a supportive and engaged team environment.

Navigating these common pitfalls is essential for maximizing the efficacy of 1-on-1 meetings and leveraging them to drive team performance and employee satisfaction. Recognizing these misconceptions sets the stage for implementing a three-ingredient formula for productive 1-on-1 sessions.