

One-on-one conversation guidelines

For use by Accelerate Strategic participants and their 1-up manager

Use this guide to have a conversation about your (or your direct report's) development.

Conversation Starters

1. What do you want this programme to help you with? How do you want it to help you make a difference to our future organisation?
2. What is your wicked challenge and how are you going with it?
3. What developmental areas do you want to work on?
4. What strengths do you have and how could you strengthen them further?
5. What support and help do you need?
6. Discuss permission to be OK a) take the time to be fully involved in all of the structured programme activities and b) to experiment and try new approaches on the job

Allow 30-45 minutes for this conversation each time you hold it.

Use the template overleaf to make notes.

1:1 Conversation Template

1. What do you want this programme to help you with? How do you want it to help you make a difference to our future organisation?
2. What is your wicked challenge and how are you going with it?
3. What developmental areas do you want to work on?
4. What strengths do you have and how could you strengthen them further?
5. What support and help do you need?
6. Discuss permission to be OK a) take the time to be fully involved in all of the structured programme activities and b) to experiment and try new approaches on the job