

One-on-One Meeting Guide

Step 1 – Clarify the Win

Group Member

1. Pursue growth in the 3 vital relationships

Group Leader

1. Pursue growth in the 3 vital relationships
2. Shepherd the group members' growth in the 3 vital relationships
3. Create a predictable small group environment by executing the 6 Leader Essentials

Group Director

1. Pursue growth in the 3 vital relationships
2. Shepherd the leader's growth in the 3 vital relationships
3. Equip the leader (a) to shepherd group members' growth in the 3 vital and (b) to create a predictable environment by executing the 6 Leader Essentials

Step 2 – The One on One Process

Prepare for the meeting
Establish trust
Be fully present
Practice active listening
Ask powerful questions
Celebrate success
Integrate additional information

Design actions
Follow up well

Principles:

Authenticity + Competence + Integrity = Influence
Seek to understand before being understood
Lead them in the process of self-discovery
You can't give away what you don't have

Step 3 – One on One Meeting Reporting

(Admin Prep) – data sheets prepared and previous notes reviewed

(Revisit) – address items from previous meetings

How are they doing pursuing the 3 vital relationships? (Personal)

How is the group doing pursuing the 3 vital Relationships? (Members)

How is the group doing with the 6 essentials? (Group)

(Next Steps for the Leader) - help the leader discover next steps for himself or for the group

(Follow up with the leader) – email, note or phone call

(Admin Follow up) - turn in data sheet or send email to admin with group changes

Internal Use Only