

INTENTIONAL ONE-ON-ONE LEADERSHIP CONVERSATIONS

Intentional one-on-one conversations are one of the most powerful tools a leader has. When done well, they build trust, strengthen communication, and create clarity around goals and expectations. This guide is designed to help leaders make the most of a short, focused one-on-one conversation—without scripts or long agendas. These questions encourage connection, understanding, progress, and support in just 15 minutes.

Goals and Objectives

Connection & Relationship

Build trust and open the conversation.

- How are you doing right now — really?
- What's been going well for you since we last talked?

Communication & Clarity

Surface understanding and reduce misalignment.

- Is there anything you need more clarity on right now?
- Where do you feel communication could be better — from me, the team, or the organization?

Progress & Goals

Focus on work, momentum, and priorities.

- What has been your main focus since our last conversation?
- What progress are you most proud of right now?
- What's getting in the way of making progress?

Support & Next Steps

Reinforce leadership responsibility and accountability.

- What support do you need from me to be successful?
- What's one action or priority you want to focus on before we meet again?
- How will we follow up or check progress on that?

How to Use This Guide

- You do not need to ask every question in one conversation.
- Select the questions that best fit the moment and the individual.
- Listen more than you speak, and avoid rushing to solve.
- End each conversation with clarity around next steps and follow-up.

Intentional conversations build strong relationships—and strong relationships drive performance.