

The Art of the 1-on-1 for Leaders

Digital Exercise



Naveed Siddiqui



In case you're not familiar with me and my work, let's get acquainted! Here's what you need to know.

I am a leadership coach and future of work advisor. I partner with emerging and forward-thinking leaders who strive to show up authentically for themselves and elevate how they lead others.

I want to re-imagine the way we think about and approach work. From equitable systems to thoughtfully-crafted methods of collaboration, I believe the workplace stands to become more *human*. There is still ample room in our evolving world for ambition, professional growth and meaningful impact through our careers. If we're willing to adapt, to be more intentional about *how* we work, we can create organizations in which people feel trusted, empowered and purposeful. That's the transformation I hope to foster through my work.

Creating a more human workplace, though, means changing the way we lead. Leadership can no longer be driven by dominance, fear and ego as we so often see in organizations; instead, we will need to place qualities like trust, empathy and vulnerability front and center.

I hope my work inspires you to think differently about the way you work and the way you lead. You can find additional resources at naveedsiddiqui.com.

The Art of the 1-on-1

Goals

Building Trust

A 1-on-1 is a regular opportunity to get to know your direct reports, from what's important to them outside of work to what their career goals are. Building a genuine rapport creates the trust that fosters a high-performing culture.

Coaching

Coaching is one of your primary responsibilities as a leader, and a 1-on-1 is the best forum for it. Be curious about the challenges your direct reports are facing, listen intently and guide them to craft the best solution.

Development

Feedback is crucial for growth, and if you limit it to annual performance reviews only, you risk eroding trust and losing the rich, honest conversations required for growth. Use 1-on-1's to talk about the good and the bad, the past and the future.

Sample Prompts

“What went well this week?”

“What didn't go as expected?”

“What's a challenge you're facing?”

“What can I do to help you?”

“Here's where I think you are...”

1-on-1 Template

Name:

Date:

Reflection Questions

Complete these prior to conversation

What are the most important messages you need to share during the conversation?

What performance feedback will you share (positive + critical)?

1-on-1 Notes

What actions do you need to take following the 1-on-1?

Explore the Disruptive Leader Toolkit



Leader Launch: A Digital Companion for New Leaders

Leader Launch is a practical primer for new and aspiring leaders, a collection of leadership insights, interactive exercises and timeless inspiration. Unlike traditional leadership books, *Leader Launch* is a beautifully-designed and approachable guide that coaches you and will serve as a companion for years to come.



A Guide for Meaningful Meetings

Meetings are good. The way we host them needs to change. If you've found yourself sitting through too many wasteful and unproductive meetings, this free guide offers a framework and practical advice for crafting purposeful, equitable and just plain better experiences.

Digital Exercises

Taking Control of Your Time at Work

Unlocking the Leader's Mindset

The Art of the 1-on-1 for Leaders

Building Influence as a Leader

You can find the full Disruptive Leader Toolkit at
naveedsiddiqui.com/toolkit



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