

# Conversation prompts for one-on-ones

One-on-one meetings can be your most valuable time as a manager, but they can sometimes get samey or off-track. Here are some handy questions to get things moving again.

## Icebreakers

- What show have you watched recently?
- I'm looking for a new book to read, got any suggestions?
- What's made you laugh recently?
- What's the first thing you do after work for the day?
- Where should I visit if I go to your home town?

## Life outside of work

- How often do you get to catch up with your family?
- I'm the [oldest child], would you have guessed that?
- Are you a bumper sticker person? What would you have on there?
- What was your favorite place when you were a kid?

## Career goals

- If we had nothing else on, what would you love to work on?
- What skill would you like to learn?
- Which other jobs in our company are you particularly interested in?
- Do you know what you need to do to level up in your role?
- Are there any courses you're interested in taking?

## Performance and Coaching

- What have been your work highlights this week?
- Has anything been slowing you down recently?
- Which questions in the support queue do we get too many of? What should we do about it?
- Are there questions in the queue you love to grab? Or ones you secretly hope someone else will take?
- What's the best way to share feedback with you?

## Feedback for yourself and the company

- How can I be more helpful to you this week?
- Has this meeting been worthwhile? What would make it more useful?
- Who was your favorite manager in your past career? What did they do?
- How could we improve our first-response time without adding new people?
- Which meetings do you think we should prioritize as a team?
- Who is doing a great job on the team? How?
- Have I given you enough clarity on our team and company goals?
- If you were doing my job, what's the first thing you'd change?