

Getting Started with 1-on-1s Checklist

CHECKLIST

- Watch the 1-on-1s feature walkthrough and review the job aid
 - Optional: Review the additional supporting resources on practices with 1-on-1s
- Determine ideal 1-on-1 programs and cadences for your Company
- Upload your Global Templates
- Launch communication and support material and/or training for Managers and Employees
- Monitor usage, themes and trends