One-On-One Introduction Email

First Name,

I've decided to start meeting individually with you (and the rest of our team) on a weekly basis.

We'll call these meetings "one-on-ones" . I think this is a great way for us to maintain good, open communication, and continue to build our relationship. We'll be meeting for 30 minutes once a week, at a pre-scheduled (and usually unchanged) time. It will be a private conversation - just you and I. We'll meet in the conference room - if you have concerns about privacy, we'll talk about those once we get going.

**Format of Meetings – 15-10-5**

In respect for your time, the format of the 30 minutes will always be the same. The first 15 minutes are for YOUR agenda - anything you want to tell me, about anything. Your projects and tasks, your frustrations at work, your challenges and successes, your family, your pets, your hobbies, our working together.

**The primary focus of this meeting is YOU.**

The next part is for me to briefly share whatever I need to share with you. We'll probably talk about projects you and I are working on, stuff I need from you, and things I've heard from [my boss, the CEO] others in the company. It will NOT be a team meeting with only one attendee; that is, I'm not just going to give you a ton of stuff to take notes on.

**The End - Future Focus**

The last 5 minutes or so are for us to talk about the future – your career, training, development, opportunities, etc. A lot of the time you might go over on your time so we won't get to the last segment. But that's okay. If we've covered what YOU want to cover and I get a few minutes, we will have had a great meeting. And of course, when needed, we can go under or over 30 minutes.

If you do have a topic or topics that you just know will take us over 30 minutes in advance, please email me to let me know though so I can plan accordingly. I will block off 45 minutes for each meeting, just in case.

You may be thinking, "can I trust Matt?" Well, I hope so. I can tell you, if you want to complain, I'm willing to listen. If I'm messing up, I'm ready to hear it. I expect you to deliver it fairly and professionally, and I'll be willing to have a dialog with you. This will also give me a chance to share feedback and coaching with you on things you're trying to improve on. I encourage you to be as open as you can be, and over time I bet we both will get more comfortable.

You may say, "gee, we talk all the time." And, you'd be right, but a lot of those conversations are very short. And, they're usually about something very specific, so we don't get to share more info or go into more detail. Our one-on-ones will allow us to do that. You may also be thinking, "what will we talk about?" From everything I've learned about them, we will EASILY fill up the time. After we get past the first meeting jitters I suspect we will find plenty to talk about.

This is not a one time deal. We're not going to do this for a while and then stop. This is my way of getting to know you two (and future hires) better, because the better we know each other, the better work we will do together.

Below is a schedule of possible times we can meet each week. I admit, if there is a certain event in a given week that requires me, I may have to reschedule. IF THERE IS ANY WAY I CAN KEEP THIS MEETING, I WILL. Note that I said “reschedule” not cancel. If at all possible, I will reschedule for a time that close to our normal time. In the rare cases where one or both of us are out for the entire week, naturally we will skip that week.

I would like to schedule a meeting this week with you as our first one-on-one. Maybe in the first few weeks, we will juggle things a bit, to figure out what works best for everyone. I've not done this before, so we'll mess up a little. I believe it will ABSOLUTELY be worth it. Let me know the best time for you and we will set that time beginning next week.