Effective one-on-ones (1:1s) are **regular**, **structured**, and **worthwhile**. These conversations ensure that a supervisor and an employee are on the same page about expectations, day-to-day work, and professional development. They also support a culture of ongoing feedback and accountability.

The frequency and length of 1:1s may depend on the individual but best practice suggests that no less than 1 hour every 2 weeks is necessary for effective dialogue. Some may find 30 minutes each week more valuable, or even more frequently when either the supervisor or employee are new.

The PACT model provides a 1:1 structure with clear roles and responsibilities. It’s important to establish and agree on preparation expectations for 1:1s.

**Project Updates**

**Employee** brings a complete list of projects they are working on. Highlight the ones that are most important or urgent to review.

* Which projects are taking up the majority of time?
* What progress have I made?
* What decisions need happen?

**Ask Questions**

**Employee** brings questions to ask the supervisor.

* How can I overcome barriers to moving work forward?
* What suggestions does my supervisor have help me improve my performance?

**Timelines**

Agree on immediate next steps.

* Who is accountable for these?
* When will these be complete?
* How will we follow up?

**Coaching (Feedback Loop)**

**Supervisor** shares important information coming from leadership and asks for input.

**Supervisor** provides coaching to the employee and gives appropriate praise/recognition.

**Employee** shares feedback on how the supervisor can improve.