

How to prepare and hold your first meeting with an employee?

A *Boostalab* guide



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You've just been promoted to a management position, you're responsible for a new team, and you're getting ready to hold your first one-on-one meetings with each employee. As a manager, your first responsibility is to create open and trusting relationships with your employees. If your employees feel seen, heard and taken into consideration right from the start, it will be much easier to address work-related topics afterwards. These first meetings set the tone for what's to come – give them the attention that they deserve.

Take advantage of this quality time to get to know each person with whom you'll be closely working and collaborating to achieve team goals. You're unlikely to get the opportunity to ask these questions later on, when you're in the thick of it.

When to use this guide?

- Within your first week in this new position, as you hold these one-on-one meetings, or at least schedule them..
- You welcome a new team member and wish to get to know them.
- Vous êtes gestionnaire de cette équipe depuis quelque temps déjà et vous n'avez pas pris le temps de vous rencontrer individuellement. You've been managing your team for a while but haven't taken the time to hold this type of meeting with each employee? Better late than never! Use the questions in this tool as inspiration.

How to use it?

- Use the guide during your preparation and choose your questions.
- Don't forget to take notes! It may be challenging to retain all the information gathered during your first weeks of work. The note-taking template in this tool serves exactly that purpose!
- Try to meet in person. If your team is working remotely, use videoconferencing to create eye contact.

To learn more

You want to dig deeper into your leadership style in order to have a clearer idea of what your expectations are, as a manager, during this meeting? Complete step 1 of the [How to Establish a Team Code](#) tool. This will help you focus on the 5 values that matter the most to you at work, and to establish the behaviours related to these values. Nothing stops you from continuing this process as a team, at a later date.

Here are some tips to help you prepare and hold your first meeting with an employee.

Before the meeting

CLARIFY YOUR LEADERSHIP VALUES

Get clear on what you value as a manager. Is it autonomy? Talent development? Performance? Don't hesitate to dig deeper into your values and to share them. Your attitude will set the tone of the meeting.

PREPARE THE MEETING

Choose the questions you want to ask your employees. Prepare your own answers to these questions... What's good for your employees is good for you as well. Choose among the questions below, or use them as inspiration to discuss:

Their history

- Can you tell me about your career path?
- What have been the turning points in your career for which you have fond memories?
- What have you done that you're most proud of? Why do these matter to you?

Their work

- How would you describe your role within the team?
- What are your current priorities?
- In the next months we'll have the opportunity to... face the challenge of... How do you foresee your role and your contribution?

Their interests and motivations

- What do you appreciate the most in your work at the moment?
- What inspires you?
- What are your professional aspirations?

Their needs

- What's your biggest concern right now?
- What do you need to perform and be at your best at work?
- Where would you appreciate receiving more recognition?
- How would you prefer that we communicate? How often?

Special circumstances – Moving from colleague to manager

- How do you envision our relationship now that my role and responsibilities are different?
- What does that change for you? For us?

Open questions

- What are your expectations of me?
- What else would you like to know about me?



During the meeting

ESTABLISH THE AGENDA

Always maintain eye contact and limit distractions as much as possible.
Set aside about an hour.

1. Clarify the purpose of the meeting, which is to get to know each other better, and not to delve into current work. Let the other person know that you'll be taking notes to help remember the information shared | 5 min
2. Ask the questions you have chosen for the employee | 35 min
3. Introduce yourself and answer their questions | 15 min
4. Give the employee the last word, and plan a 2nd meeting to learn more about their current work | 5 min

BE AUTHENTIC AND HUMBLE

Be yourself: authenticity is an important strength in terms of leadership, and also opens the door to the authenticity you expect in others. Stay humble as well: now's not the time to discuss your past successes, or your ambitions for the team. What's important is creating a first authentic contact, which can serve as the basis to build trust and to get to know your employees better.

LISTEN AND BE FLEXIBLE

Really listen: this is not a hiring process, but a meeting designed to get to know each other better. Take the time to rephrase to make sure you've truly understood and leave room for informal conversation as well as questions other than the ones you have chosen.

SUSPEND JUDGMENT

Avoid falling into the trap of judging the other person and making hasty decisions. She doesn't like her work enough. He doesn't seem autonomous enough in his tasks. I won't give them more responsibility...

TAKE NOTES

It may be difficult to remember all the information during the first few weeks. Use the template provided on the next page to remember key elements about each of your employees.

After the meeting

It's perfectly normal not to have all the answers to the questions your employees will ask you. If that's the case, make sure to get back to them with the information.

Develop the leadership of your teams with our learning solutions

Our turnkey solutions combine quality instructional content with an efficient learning experience and cutting-edge technology to develop the leadership skills of your teams, managers and employees.

List of available soft skills

Team leadership

- Aligning and empowering
- Constructive feedback
- Delegating
- Engagement
- Excelling as a team
- Psychological proximity
- Psychological safety
- Recognition
- Team standards
- Team synergy

Organizational leadership

- Change management
- Civility
- Coaching
- Collaboration
- Communication
- Impact and influence
- Kindness
- Managerial transition
- Transition to hybrid mode

Intentional leadership

- Autonomy
- Digital agility
- Learning
- Managing time and priorities
- Proactivity
- Stress management
- Unconscious biases

See the full list [here](#).



Did you know?

According to [research](#), those who participated in a leadership development program saw a 20% improvement in job performance and a 25% improvement in organizational results.

A [Gallup](#) study highlights that 1 in 2 employees have left their organization in their career to escape a bad manager.

The Boostalab learning solutions

A unique approach focused on action and results!

Forget traditional training and opt for an approach that will transform your organization and anchor learning in a sustainable and practical way.



Aha! Micro-contents

We only offer what is innovative, tangible and relevant.



Team challenges

Participants build authentic connections by focusing on their challenges.



Taking action on a daily basis

They implement the practices quickly, so that the magic happens.



Autonomy and empowerment

They become masters of their own development!



Efficient, engaging and high-impact solutions

The practical tools offered online allow for immediate implementation within teams and for managers to **see the positive changes**.

Oxfam Québec

The solution completely met our needs! Our managers were not used to working together. The fact that we also had a challenge to achieve led to **great achievements** that were reflected in the teams.

Humanware

Our managers challenged themselves to increase the impact of their feedback practices. The platform allowed them to set development priorities, work as a team and encourage each other to take up the challenge and thus succeed in **changing their practices, in action and in a sustainable way**.

Ubisoft