

The 1:1 Factsheet

How often will our 1:1s be?

Monthly across the academic year.

How long will our 1:1s last?

They will be scheduled for an hour.

What will we talk about in our 1:1s?

You drive the content of our discussions, although we will cover topics such as: achievements and successes, challenges, wellbeing and workload, professional development.

Why can't we discuss this stuff in team meetings?

It is important that each member of staff has time specifically dedicated to their personal and professional development.

Are these performance reviews?

No, these are not performance reviews, but they are a mechanism to support and challenge you to be the best you can be.

Can I cancel 1:1s?

It is not ideal or advised. However, there are times when this cannot be avoided. Rather than cancelling we will reschedule, ideally within that same working week or as soon after that as possible.

Does everyone have 1:1s?

Yes, all staff have 1:1s in the same over-arching format.

What are the expectations of me going into a 1:1?

It is expected that you will take some time to prepare for your 1:1 identifying specific areas you wish to discuss and undertake any agreed actions from your previous 1:1. You should also consider the following:



(Adapted from Rogelberg, 2024)

Will our discussions be private?

Yes, unless there are reasons whereby information needs to be shared. This will be indicated at the time.

What are the expectations of my line manager with regards to 1:1s?

Your line manager will schedule monthly hour long 1:1s. They will prepare for these, as you do and undertake any actions arising and agreed at the 1:1s.