

Psychologically Informed 1:1 Meeting: Things to Consider

To have a psychologically informed 1:1 meeting, it is important for managers to ensure the session is tailored to the individual and is structured and delivered to ensure maximum benefit. This briefing outlines areas to consider prior to setting up a recurring 1:1 meeting: these could be discussed in a separate meeting, or you could use time within the existing 1:1 to ensure your staff member feels empowered to make choices in regards to their support.

1. Physical Environment

Do they prefer in person or online meetings?
 Would they prefer to leave the office?
 Would they benefit from a more 'informal' setting e.g., going for a walk, sitting on a bench, doing an activity together.
 Consider the lighting, external sounds & distractions – ask the individual what they need to feel safe and relaxed.
[Click here](#) for more on the importance of physical environments.

2. Frequency & Duration

How often would they like to have a 1:1?
 Consider what day and time is best to avoid cancellations/rescheduling.
 Think about how much time is effective to allocate to the meeting to ensure it is not only useful but does not disrupt other commitments.
 Ensure you have allowed enough time in your schedule for the meeting – place real importance on the meeting.
[This report](#) (page 14) discusses the importance of dedicating focused support for staff wellbeing.

3. Potential Distractions

Have you put things in place to eliminate distractions and ensure that your full attention is on the meeting?
 Consider agreeing to both put your phones & laptops away.
 This [literature review](#) offers detailed information about the effectiveness of PIE, including staff training and support.

4. Content

What is the purpose of the 1:1?
 What would your staff member like to talk about?
 E.g., would they like to focus on their own wellbeing, have dedicated time to discuss their work, look at development opportunities etc.
 One option is to ask the individual what they would like to achieve before their next 1:1, then review this in the next meeting and offer training/support where necessary.
 Always refer back to what was mentioned in the previous 1:1.
 Ensure there is space for reflection – read more about the importance of reflective practice [here \(page 21\)](#).

5. Structure

Think about the order of the content of the meeting – ideally, regular 1:1's should be focussed on the person, rather than performance.
 Ask the individual if they would like to bring items to discuss – preparing something in advance of the meeting.
 Consider asking the individual to complete a Wellness Action Plan ahead of the meeting. [See example template.](#)

7. Reviewing the agreements

Even once you have agreed on the format etc. of the 1:1 meeting, it is important to remember that people's needs change over time.
 Consider reviewing the format of the meeting on a regular basis – ask the individual if the style of the 1:1 is still working for them or if they'd like to make some changes.
[Click here](#) for more on how managers can promote wellbeing at work (Pages 32-35)

6. Keeping it Person Centred

Understand what the individual needs – 1:1's should be personalised for each member of staff you manage.
 Ensure the meeting is led by that staff member & that as a manager, you don't have your own agenda.
 Consider what is going on in that person's life, that may impact them at work – [click here](#) for more information about trauma informed care.

