



## One-on-One Guidelines

Building an effective Community School Team includes intentional one-on-one meetings to get to know and develop relationships with people who are potentially good Community School Team members. One-on-one meetings create the opportunity to learn about someone's interests and skills, and how they might be best suited to participate in and grow their leadership potential on the team. It can be nice to do them over coffee, but most importantly somewhere that's comfortable for the person you're meeting.

### **What are the goals of a one-on-one meeting?**

One-on-ones are the building blocks for developing the relationships needed to bring improvements to our communities and our schools. We do relational meetings in order to:

- **Talent Scout:** Spot leaders and identify people with potential
- **Identify Issues:** Discover people's interests and identify issues they are willing to act on.
- **Build a Web of Relationships:** Develop fruitful relationships with people and a shared vision of positive change
- **Expand the Network of Support:** Find other people to do 1:1 meetings with.

### **Who do we do one-on-one meetings with?**

- Anyone who is a leader or has leadership potential in your community.
- Those who are actively involved in the school or community and can point you in the right direction.
- Anyone you find interesting and who you think can offer something beneficial to the team
- Someone who was referred by another person you met with.

### **What are key elements of a one-on-one meeting?**

- **Face-to-Face:** 1:1s are conducted in person somewhere you can have an uninterrupted conversation, such as a quiet public place in the school or a coffee shop.
- **Scheduled:** 1:1s are scheduled in advance and usually last at least 30 minutes.

- **Purposeful:** 1:1s have an agenda and purpose. They are about introducing, maintaining, or increasing the investment of a volunteer. They involve an inquiring discussion that leads to tangible commitments.
- **Educational for Both of You:** 1:1s are about listening and absorbing where the other person is coming from to understand their interest. You need to learn about your potential team member as much as they're there to learn about your team's goals.
- **People Focused:** 1:1s are as much about building relationships as they are about the issue at hand. When you have a strong personal relationship with someone, you both have the potential to learn and grow more than you would otherwise, and they are more likely to get and stay involved.
- **Follow-Up:** The onus is on you to identify the next step the person wants to take at the end of your 1:1, and to follow up with them after the meeting to be sure that they follow through.

### **Remember...**

Holding conversations that aim both to build a personal relationship and to recruit someone to your team may not feel completely natural at first. Luckily, practice makes perfect! So start thinking about people you'd like to get to know better who might be interested in your issue, or who might be able to connect you to others. And then get out there and start practicing your One-on-Ones!