

Squiggly Careers PodSheets



How to make the most of your 121

Useful questions to think about regarding 121s with your manager

Frame your 121s. Is it about your tasks or is it about your development? Choosing either or will focus your conversation as both would need different approaches.



≈ Consider

The why: *what is the specific purpose of your 121?*

The who: *how can your manager be most helpful to you?*

The when: *what meeting frequency works best for you? Agree this with your manager*

≈ Consider

The what: Use the Discuss, Decide and Do framework below

1. *What are the things you want to discuss? Avoid giving updates.*

2. *What needs to be decided in the meeting? Go in with clarity.*

3. *How do you want to conclude the conversation? Leave with what you need.*

? Reflect on some of the 121s you've had in the past. Which of the below ideas for action might help you better prepare for your next 121?



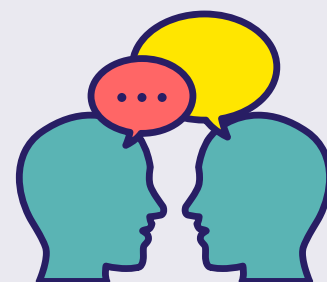
Go into your 121s with clarity and you'll come out of it with what you need.

Amazing If



3 Ideas for Action to help you during your 121

- 1 Model your manager:** It's important to take ownership of your 121s but be adaptable enough to reflect on how to work best with your manager. Consider what works best for your manager when working together.
- 2 Know your need:** What exactly do you need from your manager? Go with that in mind and confidently ask. Knowing your need gives you control in a conversation.
- 3 Start with a win and a why:** Start your 121s by sharing a win and telling your manager why it's relevant to your conversation. Sharing your proud moments is a way to remind your manager and could give them something to learn from.



6 Useful questions for managers to ask during 121s

1. How can I help?
2. What is the biggest barrier getting in your way?
3. What's most important for you in the next week and the next month?
4. How are you feeling about how you are spending your time?
5. What's one relationship you would want to invest in or improve at the moment?
6. What does positive progress look like for you this week?

? What other useful questions could you ask?

Recommended resources



We need to talk: How to have conversations that matter

by author and radio host Celeste Headlee



10 ways to have a better conversation

TedX talk by Celeste Headlee who through her work on radio knows the ingredients of a great conversation.



Building brilliant relationships

Squiggly Careers episode #174

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