



Now You're Leading!

NAVIGATING YOUR FIRST DAYS AS A NEW MANAGER

THE FIRST-TIME LEADER'S 1:1 AGENDA TOOLKIT



RAISA M. RAMOS, MBA, SHRM-CP



Hi There!

Thank you for downloading **The First-Time Leader's 1:1 Toolkit!** As a first-time manager, your time is **GOLD**. You need tools to get organized fast. If you're a CEO, Senior Leader, or HR, you need to **DEVELOP** your managers **ASAP!**

These **(3) 1:1 Agenda Templates** take the guesswork out of what to ask, making prep effective and straightforward. Print or copy & paste to your favorite note-taking system, and you're ready to go!

At the end, you'll learn how to take the next step on your coaching journey. It would be my honor to support you and your emerging managers become more confident, high-performing leaders.

My heartfelt wishes for continued success on your leadership journey, wherever you are today. **Find joy off the path, and go fulfill your leadership potential!**

Raiza

ABOUT ME

As an Engineer-turned-HR Leader with 20+ years leading Engineering, Customer Service, Project Management and HR, **I help companies develop frontline and mid-level managers into effective leaders**—so they can lead with clarity, improve productivity, and retain talent in high-pressure environments.





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My proprietary CAN-DO© 1:1 agenda format. This is an innovative way to present 1:1s with optimism and partnership. All topics won't be covered each time, but you'll always have meaningful reminders you can quickly reference!

AGENDA 2

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A more concise format for quicker check-ins. Use this for a first 1:1 when you're getting to know a new team member or for 15-minute one-on-ones. This agenda can also be adapted to focus on project or specific work effort.

AGENDA 3

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As a new manager, you'll need to deliver constructive feedback. Here you'll find an introductory script on how to start the conversation. This provides guidance for new managers to communicate clearly with their team member.

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AGENDA 1: CAN-DO® FORMAT

45 - 60 MINUTES

C = Communication

- How are things going for you?
- Review examples of individual or team communication. Is there anything we should consider starting/stopping/continuing to improve our team culture?
- Specific concerns or questions you would like to talk about?

A = Actions

- Update from last week's actions, timelines, and progress; roadblocks you need help with?
- Wins for the week; best meeting you had, personal development or team moment?
- What are your top priorities this week?

N = New Items

- Opportunity to share new items and updates, including communications, projects, accounts, processes, etc.

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D = Development

- What skills are you working on? How are you stretching yourself in your current role?
- Are there other parts of the business you want to learn about or shadow?
- What are your long-term professional goals? Do you know what paths are available?

O = Opportunities

- What feedback do you have (for me, team, process, etc.)? Improvements you'd like to propose? What can I do to better support you?
- What would you like to make sure we talk about next time?

Action	Owner	Due Date
Action 1		
Action 2		

If anything was missed or misunderstood, please feel free to add or clarify. Thank you!





AGENDA 2: CHECK-IN FORMAT

15 - 30 MINUTES

1. What is on your mind? (5 minutes)

- What's going well? What do you enjoy most about your role?
- What challenges are you facing? What's one thing you could change if you could?
- What immediate questions or concerns do you have?

2. Recent Wins (5 minutes)

- Win 1
- Win 2
- Win 3

3. Objectives (10 minutes)

- Current goals (short, mid, or long term) and progress
- Timelines
- Updates on last week's action items
- What obstacles do you need to overcome? What help do you need?

4. Development (10 minutes)

- What have you learned by applying or doing x?
- Other areas that would be helpful to focus on? How can I or others support you?
- What do you want to discuss in our next one on one meeting?

Action	Owner	Due Date
Action 1		
Action 2		

If anything was missed or misunderstood, please feel free to add or clarify.

Thank you!





AGENDA 3: CONSTRUCTIVE FEEDBACK CONVERSATION

30 MINUTES

1. Establish the Meeting Objective (5 minutes)

Begin by communicating the common objective and why you are meeting today. You could say something such as:

‘Team Member Name, I have asked you to meet with me today to share constructive feedback with you. After sharing, I also want to listen and understand your perspective. While this feedback may not be easy for you to hear, it is an opportunity for us both to understand what occurred and set a plan on how we can move forward.’

2. State the issue and the impact (10 minutes) - Share the event and behavior factually, get straight to the point. Describe:

- Specific behavior and situation,
- When it occurred,
- What was observed and by whom,
- What were the reactions, impact and why you/others felt that way,
- Explain why you would like them to stop the behavior and model what "good" looks like for future improvement.

3. Listen to the team member’s perspective (10 minutes) – be an active listener. Ask open ended questions. Encourage them to share their thoughts and self-reflect on the situation. Consider asking:

- Why do you think it is important to resolve this situation?
- What is the impact if it remains unresolved?
- How could you approach this differently next time? How can I support you?

4. Summarize; set action items and expectations moving forward (5 minutes)

Action	Owner	Due Date
Action 1		
Action 2		

If anything was missed or misunderstood, please feel free to add or clarify. Thank you!





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