

12 Tips for Conducting Effective Check-in Meetings

- Be prepared.** Come to the check-in with a clear agenda and an understanding of the employee's goals.
- Be timely.** Schedule regular check-ins so that you can stay on top of the employee's progress.
- End on a positive note.** Thank the employee for their time and reiterate your support.
- Be clear and concise.** Focus on the employee's work and development and avoid getting sidetracked.
- Create a comfortable environment.** The check-in should be a place where the employee feels comfortable sharing their thoughts and feelings.
- Follow up.** After the check-in, send a summary of the discussion and any action items.
- Be open and honest.** Create a safe space for the employee to share their thoughts and feelings.
- Listen actively.** Really listen to what the employee has to say and avoid interrupting or jumping to conclusions.
- Adapt and adjust.** Be flexible and adaptable and adjust your approach as needed.
- Be constructive.** Focus on providing positive feedback and constructive suggestions for improvement.
- Be supportive.** Let the employee know that you are there to support them and help them succeed.
- Celebrate successes.** Take time to celebrate the employee's successes, both big and small.



10 Questions to Get the Most Out of Daily Check-ins

These questions are a good starting point for daily check-ins, but you can adjust them to fit your team's specific needs. The most important thing is to be genuine and interested in what your employees have to say. By taking the time to check in with your employees daily, you can build trust, improve communication, and help them reach their full potential.

1. What are you working on right now?
2. What are your priorities for today?
3. Are you facing any challenges?
4. How can I help you?
5. What are you excited about?
6. What did you learn yesterday?
7. What are your goals for the week/month/quarter?
8. How can I support you in achieving your goals?
9. How is your work-life balance?
10. Is there anything else I can help you with?

