

One-on-One Meetings

A Fact Sheet by Dara Silverman

Why do 1-1s?

1. Build relationship
2. Identify motivations/goals/ambitions/struggles – organizing issues
3. Self-reflection/clarification
4. Obtain information
5. Find out if you want to work with the person

What is a 1-1?

A natural but uncommon conversation with someone you want to get to know better – about the person's values, vision, interests, struggles, and motivations.

Nuts and Bolts

- 30-40 minute conversation
- Scheduled in advance, face to face
- No agenda, but directed
- 30/70 rule – you talk 30% of the time and listen for 70%!
- How and why questions
- Move from public to private
- Deep—not Broad

Areas to Explore

Where are your ambitions?

Where are your values?

Where are your hopes and dreams?

How do you realize power, creativity, and love in your life?

Where are the things you cannot live without?

Where are you in all of these things?

Where do you have power? Do you need or want more? Why/ Why not?

What makes you angry?

What are you scared of?

What significant life experiences brought you to where you are today?

Evaluating your one-on-one:

Did I build a relationship?

Did I uncover motivations, values, ambitions, struggles?

Did I take any risks? What areas could I have explored more?

What did I learn about myself?

Do I want to work with this person? Why or why not?

If yes, what do I want to challenge them on in the next one-on-one?

What does it take from the person conducting the one-on-one?

COURAGE AND CURIOSITY

Courage to ask hard questions and give of self

Sincere curiosity about the person—what makes them tick? Who are they really?

What is a 1:1 NOT?

A sell – you are not there to sell a particular meeting or your organization. This is not about manipulating people to do what you want – this is about shaping an organization that does what its collective membership wants and finding the people to make up that organization one by one.

A friendship builder – the point is not to become someone's friend – the point is to understand what makes the person tick – why would this person spend three nights a week at neighborhood meetings, why would this person want to stand outside Newt Gingrich's house with a flashlight at midnight with 1,000 other crazy people? What does this person need to get out of their involvement to be fulfilled, to have fun, to be constructive?

Don't:

Be late

Schedule one-on-ones back to back

Write notes

PROJECT onto the other person

What takes place in a one-on-one meeting?

A one-on-one meeting should last about 30 minutes. Schedule one-on-ones with you met through doorknocking, at a house meeting, or were referred to you by someone else. These should be held with people you want to learn more about to see if they are potential leaders for your group.

Ask questions

- “What” questions will tell you what issue they care about and the pressures they face
- “Why” questions will tell you about their values
- Ask them about problems in the community and find out if they care about these issues

Probe and Push a Little

- Probing is not prying; it's showing the person you're interested in their views

Listen

- Listening builds trust more effectively than trying to sell a program
- Listen without interrupting and without offering advice; providing advice doesn't help someone clarify their own thinking and make their own decisions
- Respectful listening will reassure the person that you value their ideas

Share Yourself

- Share some experiences of your own
- Establish your own credentials and credibility
- Hold a two-way conversation; remember, you are trying to build a relationship

Don't be an Interviewer or a Surveyor

- Remember, the primary purpose is to get to know the person; facts and figures can wait
- Don't write down information in front of the person, except if they give you a name to call; writing while someone is talking feels like an interview or a survey

Follow-Up and Next Steps

- Make clear what the next steps are and when you'll see them again
- Find out if there is someone they would recommend you talk with

When you leave, jot down some notes about the meeting and what you've learned about this person, their concerns and interests, and their values.

Spend as much time doing one-on-ones as you can—it's worth your effort!