



**Successful one-to-one meetings**  
Preparing and conducting one-to-one meetings with team members

e-learning

# Successful one-to-one meetings

Professionally conducted one-to-one staff meetings benefit everyone: managers, executives, employees, teams and ultimately the entire company. Expectations are formulated, the framework is clear and issues are openly addressed. A constructive and respectful communication lays the foundation for successful teamwork. This digital course will give you tips on preparing and conducting one-to-one meetings in different situations.

Booking Number: **1826**

Group of participants:  
Future and new managers from all departments

Duration: **approx. 2 hours**

Language:  

Unit price:

**€ 49,-** zzgl. MwSt. | € 58,31 inkl. MwSt.

*Package prices from 50 licenses on request*

## Learning objectives

- ✓ How to recognise different management styles in staff meetings.
- ✓ How to optimally prepare and carry out the different phases of constructive feedback.
- ✓ How to recognise and avoid typical mistakes in staff meetings.
- ✓ How to guide and motivate employees using different conversation techniques.
- ✓ How to implement the three principles of successful staff meetings.

## Contents

Using different management styles for successful one-to-one meetings

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Giving constructive feedback

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Responding to poor performance

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Congratulating a colleague



**Information on the web**

[www.haufe-akademie.de/1826](http://www.haufe-akademie.de/1826)



**Let us advise you**

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