



How to conduct the 3 Question Session

The 3 Question Session is a 1:1 session with you and your direct reports.

Commit the time (30 minutes) weekly in order to establish a pattern of meetings.

The First Meeting

- No Agenda
 - Establish rapport with your direct reports, make it a relaxed, open meeting
 - Explain the concept of the 1:1 - You will be pre-scheduling weekly meeting with all of your direct reports
- Introduce key indicators for the individuals area of responsibility (if the person is senior ask them to provide three key indicators they track on a regular basis that indicate the strength of their job performance)
- Welcome them, provide small talk to relax them.
- Provide an overview of your world - share with them a challenge you have had recently, a decision you made or a client you met with - something to open them up and let them inside the world of an executive or manager.
- Adjust the questions to fit your culture and your environment
 - What did you do last week you are proud of? Or
 - What did you learn over the past week? Or
 - What did you accomplish over the past week?
 - What would you like to learn next week?
 - What do you need to learn next week?
 - How can I help you?

The Value of the 3 Question Sessions

These questions are designed to draw out how the employee is feeling about their job, their career, their goals and their dreams. Most executives or managers are only comfortable asking job or project related questions; these questions push buttons and gets them to dig deep, and ultimately, the relationship will deepen too.

The intention of the 1:1 session is to enhance the quality of communication between managers and employees. Once the employee understands how they add value to the company, performance and engagement improves.