Module 3: Managing One-on-One Meetings

- **Objective:** Schedule and conduct effective one-on-one meetings.
- **Content:**
    - Navigating 1 on 1's https://help.lattice.com/hc/en-us/articles/360059920054-Navigate-1-1s-as-a-Manager
    - Scheduling and preparing agendas in Lattice:
        - Collaborative agenda creation.
        - Adding discussion points for development opportunities.
    - Documenting notes and action items.
    - Best practices for conducting productive meetings.
    - Resource: 1:1 Agenda Creation: https://help.lattice.com/hc/en-us/articles/360060026794-Create-a-1-1-Agenda-Template-as-a-Manager from Lattice University. Work Instruction: https://help.lattice.com/hc/en-us/articles/360059920054-Navigate-1-1s-as-a-Manager
- **Practical Exercise:** Schedule a 1:1 meeting with a team member and document the agenda.