

# Hybrid 1-1 / Check-in Guide

## Better Conversations



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- **What's been going well?** What have you enjoyed most? What are you most proud of?
- What things are you **finding harder**? Is there anything which is unclear or confusing about your role? What do you need to make progress?
- What are your **key aims/goals** for the next x weeks/months? Do you have everything you need to achieve those?
- How are you **working with the people around you**? How do you relate to others?
- Do you have **access to the information, resources** and people you need to do your job to a high standard?
- **What relationships are important** for your work over the next period and how can I support you in strengthening those that need it?
- **Do you feel appropriately challenged at work?** Are you learning new things? Anywhere you feel out of your depth / overloaded?
- **What additional learning and development do you need?** How can we make that happen?
- Do you have any **concerns about how hybrid** is working for you or the team?
- **Any problems – current or future - that you think we ought to be looking at?**

Use this Plan with new and existing employees to frame a discussion about how things are going for them. Used in conjunction with the [Mind Wellness Action Plan](#) this makes a powerful tool to support your team members though the latter should only ever be used with the agreement of the individual concerned.