

## Guide to One-on-One Meetings

*1:1 interactions are the best way to establish relational commitments.*

Recruitment 1:1s are individual conversations you have with a potential team member—think of them like a date! The goal is to connect with someone and lay the foundation for your relationship. For some of us, this kind of recruitment and interaction isn't part of our everyday routine, or the way we would initially think to recruit team members. However, organizers across issues have seen this be successful time and again. Take some time to invite potential team members for a quick half hour chat after work, during your lunch break, or for coffee or drinks this Saturday. See the 1:1 meeting workshop guide from the Training Institute to train your team on how to conduct 1:1 meetings.

**A 1:1 meeting consists of five “acts”:**

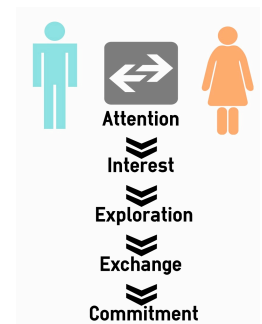
**1. Attention** – We have to get another person’s attention to conduct a one-on-one meeting. Don’t be “coy.” Be as up front as you can be about the fact that you want to talk to them more about PIH Engage, but that first, you’d like to take a few moments to get acquainted.

**2. Interest** – There must be a purpose or a goal in setting up a one-on-one meeting. In the case of recruitment, the purpose of the meeting might be to answer any questions about PIH Engage or global health advocacy or formalize commitment to the team.

**3. Exploration** – Most of the 1:1 is devoted to exploration by asking probing questions to learn the other person’s values, interests, and resources and by sharing your own. In recruitment 1:1s, you should share your personal story about why you got involved in Engage and ask them about why they are interested in the team.

**4. Exchange** – We exchange resources such as information, support, and insight. This creates the foundation for future exchanges. For Engage, you could give insight into how they might want to be involved or offer to connect them to other team members.

**5. Commitment** – A successful 1:1 meeting ends with a commitment, most likely to meet again. By scheduling a specific time for this meeting, you make it a real commitment. The goal of the 1:1 is not necessarily to get someone to commit to the team, but to commit to *continuing the relationship*.



**Best Practices:**

- Keep your meeting at **30-45 minutes**, no longer than an hour
- Share your personal story; connect with the individual on **shared values and experience**
- **Listen** twice as much as you talk
- Always end with a **hard ask** and **clear next steps**

*In addition to recruitment 1:1s, “maintenance” 1:1s are used to check in with current members about their involvement, and “escalation” 1:1s are helpful to confirm members into new roles or responsibilities. These 1:1s should be tailored to the specific commitment that the member has made, is interested in making, or that you want them to make.*