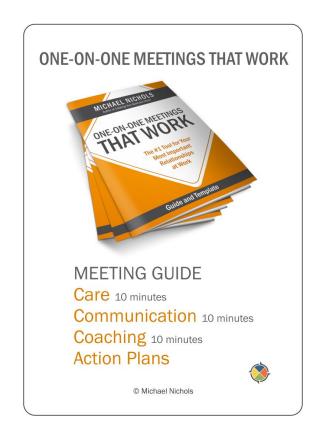


## Module 3 | SESSION 20 The #1 Tool to Improve Work Relationships

You can't fake listening. It shows. ~ Raquel Welch

Dramatically improve your interactions, productivity, and results at work by applying the following steps when planning a one-on-one meeting.



	Regular Regularly scheduled appointments can be very focused an ovide a time to slow down and address top priority functions and projects.	
_		
3. Be	Preparation is the key to an effective meeting!	
4	Eliminate as many	as possible.



	5	Questions prepare you to
--	---	--------------------------

## Use the One-on-one Meeting Template to:

- 1. Communicate significantly more effectively
- 2. Save time and maximize productivity
- 3. Develop influence and impact more effectively
- 4. Better develop people around you
- 5. Work better together with senior leaders who may be inexperienced or ineffective

## **Fast Action Steps**

- 1. Download the One on One Meetings Guide and Template.
- 2. Use it to prepare for your next meeting with a team member.