



## **How to Have One-on-Ones**

One-on-Ones: An intentional conversation with a person with the goal of building a relationship and learning about their “story” and how you connect.

### Guidelines:

- Timing – One-on-Ones involve making time to sit down with a person. They can be as short as 10-15 minutes, but the best connections are longer.
- Identify a good location.
- Your role is to ask questions that help you better understand and connect with that person.
- Develop a good “ask” to stay connected. It could also be determining next steps and how you will follow up with this person and/or organization.

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## **Quality Partnerships**

- Identify shared values and goals
- Reach agreement on what success looks like
- Develop a timeline
- Develop roles and responsibilities
- Make certain each partnership includes a key decision maker from the organization that can approve resources (human and capital)
- Define how often and in what way(s) you will communicate
- Clarify how issues, disagreements, etc. will be addressed and resolved