

# Creating a **one-on-one** remote meetings template

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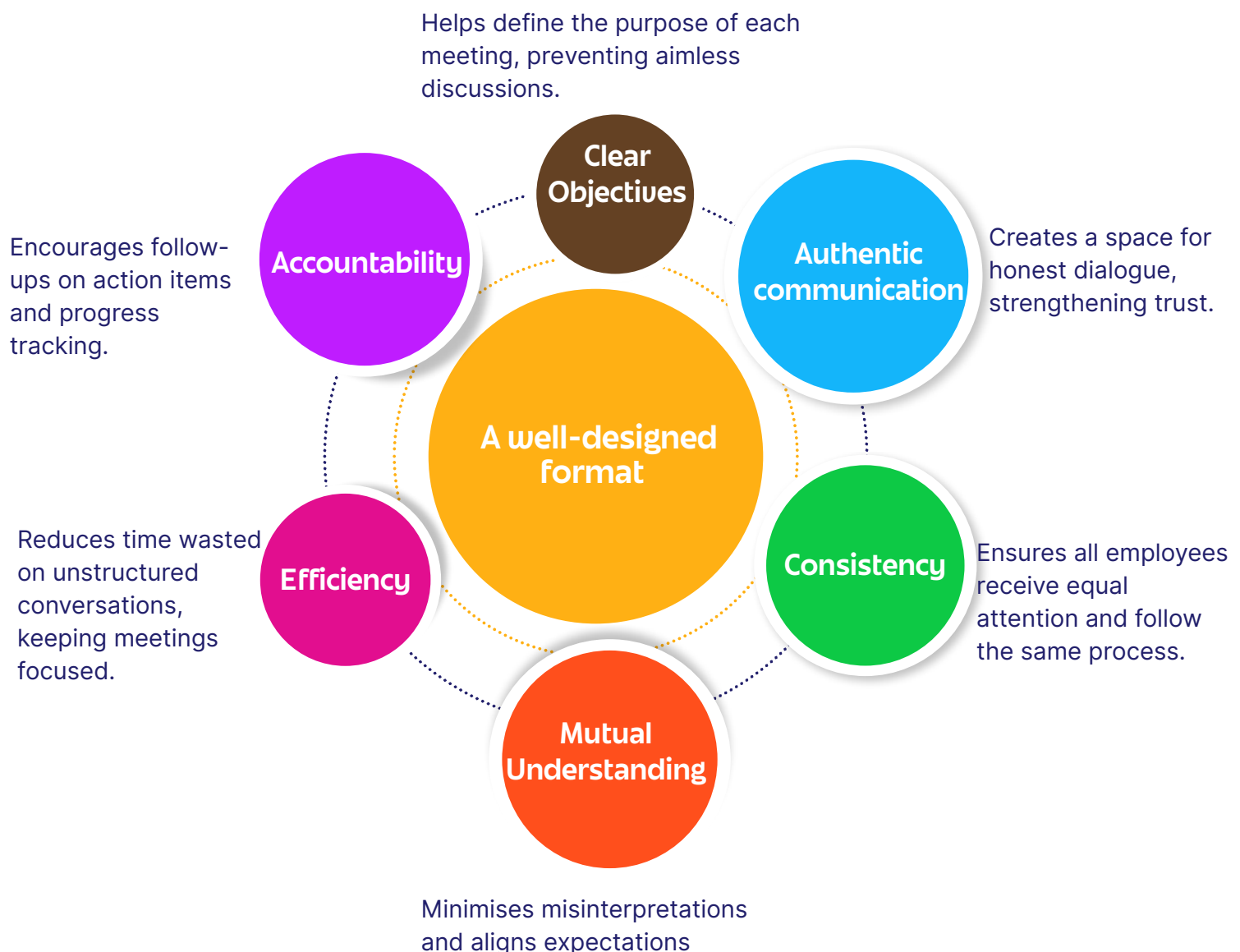
## Introduction

Having regular and effective one-on-one meetings is key to ensure authentic communication in hybrid and remote teams. This fact sheet introduces a structured template to facilitate productivity, engagement, and clarity in virtual check-ins. Designed for managers and employees, it ensures alignment, accountability, and meaningful discussions. By implementing a standardised approach, organisations can foster stronger relationships, improve performance, and ensure meaningful interactions, regardless of location.

# The importance of effective remote meetings

In hybrid and remote work, structured and effective one-on-one meetings are essential for maintaining engagement and collaboration. Without in-person interactions, employees and managers must rely on virtual check-ins to align goals, address challenges, and build trust. Poorly structured meetings can lead to misunderstandings, disengagement, and wasted time.

Using a structured template for remote one-on-ones ensures consistency, efficiency, and clarity. **A well-designed format provides:**



# What can be done to limit the risk of discriminations ?

To ensure fairness and inclusivity in hybrid and remote work settings, organisations must design one-on-one meetings with equity in mind. Structured procedures help prevent unconscious bias, ensure equal opportunities, and create a more inclusive work environment.

## Key Strategies to Reduce Discrimination

- ☒ **Consistent scheduling**  
Set regular one-on-one meetings for all employees, ensuring equal access to time and attention, regardless of location or role.
- ☒ **Structured agendas**  
Use a standardised template to ensure all employees discuss similar topics, preventing favouritism or unconscious bias in discussions. Clearly outline goals and discussion topics in advance.
- ☒ **Objective performance tracking**  
Focus on measurable outcomes rather than subjective impressions to ensure fair evaluation across all employees. Review progress and check in on previous action items and achievements.
- ☒ **Inclusive communication practices**  
Be mindful of different communication styles and cultural backgrounds. Encourage open dialogue while ensuring all voices are heard.  
Challenges & support – Address roadblocks and offer solutions.  
Feedback exchange – Encourage two-way feedback for continuous improvement.
- ☒ **Transparent documentation**  
Keep records of key discussion points and follow-ups to ensure consistency and accountability in decision-making.
- ☒ **Flexible meeting Format**  
Consider different time zones and personal circumstances to ensure fair participation for all employees.
- ☒ **Next steps**  
Define clear action items and responsibilities.

### Follow-up fairness

- ✓ Ensure follow-ups are action-oriented and apply equally to all employees.
- ✓ Regularly review meeting outcomes to identify and correct potential disparities.

By implementing these practices, organisations can foster fairness, trust, and engagement, ensuring that all employees—remote or in-office—are treated equitably.

## Conclusion

Standardised procedures and templates for remote meetings enhance productivity, communication, and fairness in hybrid and remote work. However, each organisation should adapt the template to its unique needs and goals. To support this process, the references included below provide some examples and further reading to serve as inspiration.



## References

- Miro – One-on-one Meeting Template: <https://miro.com/templates/one-on-one-meeting/>
- Leapsome - Free 1:1 (one-on-one) meeting template for productive managers & top tips for effective meetings: <https://www.leapsome.com/blog/one-on-one-meeting-template>
- SpinachAI – 33 One-on-one Meeting Templates: <https://www.spinach.ai/agenda-templates?type=one-on-one>