

GUIDE

Meaningful Monthly 1:1s

**A simple way to connect, listen, and
grow with your team**

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WHAT IS A 1:1?

At its core, a 1:1 is a brief, consistent check-in with each staff member. **It's your chance to:**

- Listen to what's on their mind
- Celebrate wins (big and small)
- Offer encouragement and support

Think of it as a 15-minute investment that pays off in stronger relationships, earlier problem-solving, and a culture where staff feel truly seen.

WHO DOES THEM?

Every school is different, so make 1:1s work for you.

- **Small teams:** Aim for a 15-minute monthly check-in with every staff member.
 - **Large teams:** Alternate months (half the staff one month, half the next) or share the responsibility with assistant principals, coaches, or team leads.
 - **Hybrid models:** Mix leader-led and peer-to-peer 1:1s.
- The goal is consistency and connection—not perfection.



Quick Tip: Regular 1:1s aren't just meetings. They're moments to connect, listen, and build trust. When staff feel heard, valued, and supported, the whole school community thrives. This guide will help you make monthly 1:1s doable, purposeful, and even enjoyable.



THE BENEFITS OF MONTHLY 1:1S

When leaders make time for consistent 1:1s, teachers are more likely to:

- **Share challenges early:** Leaders can spot needs before they grow and offer timely support.
- **Celebrate small wins out loud:** Successes get noticed, named, and nurtured.
- **Feel supported and truly connected:** A predictable rhythm builds comfort, clarity, and trust over time.
- **Bring their voice forward:** With regular space to talk, teachers feel heard and valued.
- **Strengthen collaboration:** Problems become shared puzzles instead of solo stress.

All of this leads to fewer surprises, stronger relationships, and more time focused on what matters most: **helping students thrive.**

7 STEPS TO MAKE THEM GREAT

As with many components of employee engagement, making 1:1s work well is all about **listening personally** and **acting thoughtfully**. Here are 7 tips that will help your 1:1s go smoothly!

1. KNOW THE GOAL

Why are you doing 1:1s? Is it to build stronger relationships? Improve communications? Build a stronger culture? Give staff more of a voice? It's probably a lot of these things! But try to identify what you most want to change, so you can look back on and say "did 1:1s help our school accomplish _____?"

2. CELEBRATE THE IDEA

Let your staff know that you'll be trying out 1:1s as a POSITIVE opportunity to connect regularly. Tell them why you're doing it, (See #1!) let them know what the format will be (See #3!), and let them know that the meeting on their calendar is nothing to be stressed about.



3. BUILD A SYSTEM

Decide how often you want to do 1:1s, who is going to do them, and the agenda you'll use. A great agenda for a 15 minute 1:1 can be as simple as:

- How are you? (Caring personally is key!)
- What words would you use to describe your work right now? (Practice active listening by saying "tell me more about _____")
- What's one thing you think we should start, stop, and continue in our building?
- What's one thing you would like to do before the next time we meet?
- Thank you for _____ (notice 1 thing and recognize it personally!)

4. TAKE A FIELD TRIP!

If you sense that your team member needs a private conversation, don't do their 1:1 in the teachers lounge. If you sense a need to keep the mood lighter, maybe go for a walk around the building. You know your teams best - pick a location and time that will make each person feel at ease.



5. TAKE NOTES

Many managers have an online doc or a notebook that they use JUST for 1:1 meetings. Jot down a few key words or ideas each month, and you'll have an easier time checking back on things that were important in last month's meeting.

6. DON'T MISS IT

If it sounds simple, it is. But we all know how easily 1:1s fall off the calendar - because it's an internal, feedback-focused meeting! But a cadence of 1:1s that you keep is the key to making your relationship better. If you do miss one, reschedule it immediately, and make sure to not miss two in a row.

7. SHOW THAT YOU'RE LISTENING

At your next staff meeting, try this: "in our last month of 1:1s, I noticed that several people suggested we START doing a monthly optional social outing. I loved hearing this, so I thought we'd try it next week. Anna volunteered to choose the location!" When staff feel like their ideas are heard, they'll be more excited for next month's 1:1.



Core Questions for 1:1s

Care + Connection

- How are you?
- What words would you use to describe your work right now?
- Tell me more about _____.

Schoolwide Input

- What's one thing you think we should start, stop, and continue in our building?

Growth + Goals

- What's one thing you would like to do before the next time we meet?

Recognition

- Thank you for _____ (name something specific you appreciate).

Additional Question Ideas to Rotate In

Belonging + Team Culture

- Where have you felt most supported recently?
- Who has been a bright spot for you this month?

Voice + Feedback

- What's something you wish leadership knew about your day-to-day experience?
- Anything that would make communication or collaboration easier?

Support + Wellbeing

- What is feeling heavy or overwhelming right now?
- What's one small shift that would make your week smoother?

Classroom + Student Impact

- Tell me about a moment with students that made you proud.
- Any strategies or ideas that are working especially well?

Looking Ahead

- Anything new you want to try or explore in the next few weeks?
- What would help you feel more confident or prepared?

Short Time, Big Impact

If you're still unsure that 15 minutes a month with each staff member can make a real difference, consider this: **when teachers have strong relationships with their leaders, they're more likely to:**

- Communicate early about potential absences or challenges
- Share small concerns before they become big problems
- Tell teammates how supported they feel by their leader

Each one of these moments strengthens trust, reduces surprises, and keeps your school running smoothly. **Think of monthly 1:1s as a small investment that leads to future little wins and a school culture that feels connected, calm, and collaborative.**



MONTHLY 1:1 MEETING AGENDA QUESTIONS

Here are a few agenda templates to try at your next 1:1. Find the one that works best for you. Here's an [editable template](#) if you'd like to add your own questions.

1:1 MEETING AGENDA

Staff Name: _____ Date: _____

 **How are you doing? What's been on your mind lately?**

 **What's one thing you think we should start, stop, and continue in our building?**

 **What's one thing you would like to do before the next time we meet?**

 **How can I help remove barriers or cheer you on?**

 **Thank you for:**

1:1 MEETING AGENDA

Staff Name: _____ Date: _____

 **How are you doing? What's been on your mind lately?**

 **What's gone well for you or your students this month?**

 **Any roadblocks you're facing right now?**

 **How can I help remove barriers or cheer you on?**

 **Anything you're excited about or want to try next?**

1:1 MEETING AGENDA

Staff Name: _____ Date: _____

 **Where have you felt most connected to our team lately?**

 **What feedback do you have for me that would help our work together?**

 **What's a skill you'd love to build this semester?**

 **How can we better support your energy or workload right now?**

 **Any classroom ideas or strategies you want to share or celebrate?**

1:1 MEETING AGENDA

Staff Name: _____ Date: _____

 Who has been a bright spot for you this month?

 Anything that would make communication or collaboration easier?

 What's one small shift that would make your week smoother?

 Any strategies or ideas that are working especially well?

 What would help you feel more confident or prepared?

MEETING AGENDA

NAME: _____

DATE: _____

Let's discuss your beginning of the year goals. How are they going?

What words would you use to describe your work right now?

What's one thing you think we should start, stop, and continue in our building?

START

STOP

CONTINUE

What's one thing you would like to do before the next time we meet?

Thank you for _____

Next meeting date _____

MEETING AGENDA

NAME: _____

DATE: _____

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Next meeting date _____

COLLABORATION

BUILT BY EDUCATORS, FOR SCHOOL LEADERS

This resource was created in collaboration with dedicated educators and school leaders who brought their experience, ideas, and insight to every step of the process. We're grateful for their partnership in building tools that truly make a difference in schools.



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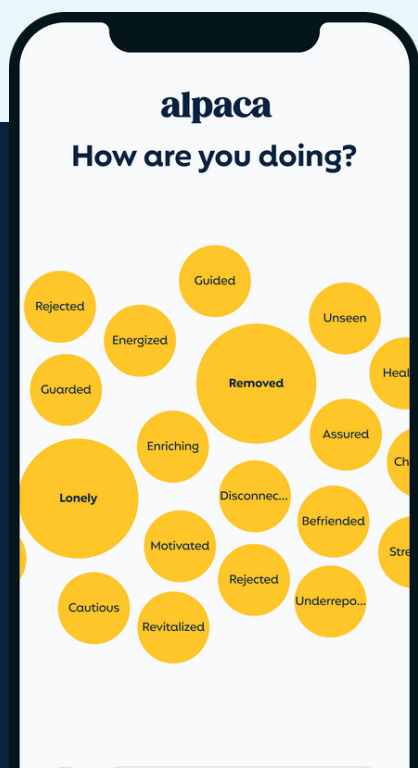
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