

IMPROVING YOUR ONE ON ONES

December 15, 2025 11:00am-12:00pm
VIRTUAL SESSION (details shared closer to scheduled date)

Effective one-on-one meetings are one of the most powerful tools a leader has – but only if they're done well. In this webinar, we'll explore how to use these meetings to build trust, invite shared ownership of the conversation, and uncover opportunities for growth and improvement. You'll leave with practical tips to make your one-on-ones more meaningful, efficient, and action-oriented.

By the end of this session, you'll be able to:

- Strengthen working relationships by building trust through consistent and thoughtful one-on-one meetings.
- Create shared responsibility for one-on-one conversations by using clear structure and expectations.
- Apply strategies to invite feedback, identify improvement opportunities, and support employee development.

Allison Horak is a speaker, trainer, and coach. She helps organizations work more efficiently through better leadership and communication practices. She's an expert in plain language, technical and business writing, and the process of editing and proofreading. Allison offers relevant and insightful in-person and virtual training for professional development. Her client list includes over 45 state agencies and over 30 California counties, cities, and special districts.



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