

# MONTHLY 1-1 AGENDA SAMPLE

In alignment with our “**BE ACCOUNTABLE**” dimension of Performance Enablement, People Leads and Team Members will use their end of month 1-1 meetings as an opportunity for intentional reflection and dialogue related to performance enablement. [See notes page for definitions]

Below is a sample agenda and some probing questions that should be used to guide the conversation.

1. **State of THRIVE** - This month, when were you in your state of thrive? What enabled this? What made this difficult? What does support look like for you?
2. **Project + Goals Debrief**
  - A. **Be Human**: – How did this project/goal support / align with your values, gifts, zone of genius, favorite self?
  - B. **Be Collective** – How did this support the collective? What was it like working with your colleagues on this? What presented challenges?
  - C. **Be Aligned & Accountable** – What was the impact on the strategy, broader institutional priorities? How can I show up better, differently? What feedback do you have for me?
3. **Beyond BE** – What has presented itself as opportunities for growth, expansion as a practitioner?
4. **Glows + Grows**
  - A. Praise App Reflections
  - B. What do you want to highlight that you haven't had a chance to mention?
  - C. Where are our opportunities for growth, both individually and in our work together?



# NOTES

## How does Be Equitable define THRIVE?

As an equity-centered organization that is committed to being diverse, inclusive, and anti-racist, we want our team members to:



### **THRIVE:**

*To feel emotionally, psychologically, and physically safe and to experience success.*

We want to be responsible stewards of power and privilege; and we want to equitably distribute resources (Adapted from Trudi Lebron, *The Antiracist Business Book*). Be Equitable uses a "THRIVE Continuum" to quantify thrive.

## Performance Enablement:

Performance Enablement at BE is defined as a system (behaviors, procedures and practices) that:

- Honor the full humanity of the BE Collective and supports a culture of THRIVE
- Creates opportunities for ongoing feedback and recognition
- Supports alignment between team member roles, gifts, and BE's mission and goals
- Offers intentional growth and learning pathways;
- Fosters greater clarity and accountability at the individual, team, and organizational level