

Conversation Outline For Accountability

(Adapted from <https://wideangle.com/5-categories-you-should-cover-in-your-one-on-ones/>)

1. Set The Agenda

Remember this meeting is for the **accountability buddy**, not for you. The best partners open the first 10 minutes for the **buddy** *for whatever they would like to discuss*. Remember, the agenda is to build a great relationship. The better your relationship, the better the results. This requires amazing listening skills and immense patience.

Good questions:

- *What do you want to focus on for our conversation?*
- *How can I help?*
- *Grade your week.*

2. Reinforce Good Behavior

Conversations should be your **accountability buddy's** favorite time of the week. Highlighting good behavior is critical to making this time positive and productive. Too many people want to dive into what's not working. Your **buddy** can quickly lose confidence and get into a rut. Open up the communication channel to what is really going well. Let them brag about themselves. You will know what gets them going and motivated.

Good questions:

- *What went well this past week?*
- *What was the best meeting you had this week? Why?*
- *What was the best conversation you had this week? Why?*

3. Address Challenges/Areas of Opportunities

Conversations revolve around a personal relationship. It is more than just a time to shoot the breeze. Your relationship with your **buddy** generates a level of expectation and commitment. Challenging them on Areas of Opportunities is one of the most important jobs functions of a great **Accountability Ally**. Use the following questions maintain exposure on areas of improvement.

Good questions:

- *What went poorly this past week?*
- *If you could have a conversation to do over, which one would it be? Why?*
- *What was the worst meeting you had this week? Why?*

4. Game Plan

Your Conversation is the opportunity to strategize and game plan for the week ahead. This time with you could change the outcome of the other hours they work throughout the week.

Good questions:

- *What are your priorities for the next week?*
- *Which 3 opportunities are closest to closing? Why those 3?*
- *What one skill do you want to get better at this week?*

5. Relationship Building

Knowing some of the quirks and unique traits of your **buddy** is a great strategy for building relationships. Some of the best rapport is developed by forming bonds over the most unique and random commonalities. Connect with your **buddy** with the help from the following questions.

Good questions:

- *What would make you happiest on a work day?*
- *How do you celebrate your birthday?*
- *Where would you travel if you had one month off?*