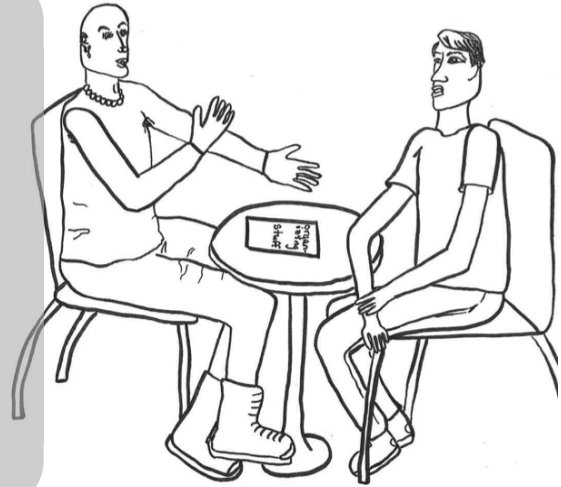


Toolkit for Organizing One-on-Ones



Building meaningful relationships is key to building power for a successful grassroots movement. One-on-one meetings are a great way to build your base, to get commitments from folks, and to strengthen relationships. This is also an opportunity to learn about the person's experiences, networks, and skills to open up a conversation about what role might be the best fit for them in your organization.



preparing for a one-on-one meeting

- 1. Identify people who might be interested in your organization.** Think about your community networks. They could be neighbors, classmates, colleagues, community members, or family members. You can also go to community events to talk about your issue with folks and invite anyone who is interested to have a one-on-one with you.
- 2. Do some preparation.**
 - What do you already know about the person you're meeting with?
 - What questions do you want to ask them?
 - What do you want to share about your experience?
 - What commitment do you want to get, and how do you want to make your ask?
- 3. Set a time and location for the meeting, and be intentional about the setting.**
 - Are you going to be able to talk about some potentially personal things? If so, is the environment suited for that?
 - Is the person going to have to spend money at that location?
 - If there's food involved, check-in with the person to see if they have any dietary restrictions or preferences to keep in mind.
- 4. Follow up with the person** two days ahead of time and the day of the one-on one to confirm that they're planning to meet with you.

Read further for:
Coaching Tips
Follow-up from your one-on-one
Report Back Form

Pro-tip:
Check out the exercise on page 32 to think about who you might want to invite to a one-on-one.

coaching tips

One of the best ways to identify and develop leaders to be in relationship with is through a one-on-one meeting, a technique developed and refined by organizers over many years. A one-on-one meeting is not just a chance to drink coffee and chit-chat. It is an intentional face-to-face meeting conducted in 3 parts:

1. Break the ice and introduce yourself.

Don't be "coy"; be up front about what your interest and purpose is in the meeting. Let the person know who referred you and why you followed up. Explain what the campaign / organization / team is; this is not a sales pitch, but it is important to provide some context for the other person to understand what you are about and what actions you're taking that will make a change.

2. Explore their values, purpose, and resources.

Most of the one on one is devoted to asking probing questions to learn about the other person. You should let the other person do most of the talking (70/30-rule) but it's not an interview; you have to share enough of your own values, purposes, and resources that it can be a two-way conversation. You want to learn three key things about the person through this exploration: • Who is this person? • What do they want to see changed? • What role can they see themselves playing in making change?

3. Invitation to make a commitment.

A successful one-on-one meeting ends with a commitment, most likely to meet again and to engage in action. By scheduling a specific time for this meeting or action together, you make it a real commitment. The goal of the one-on-one is not about tasks; it's to build commitment to continuing the relationship in service of a shared purpose and desire for change.

Notes on Prep and Debrief

Before a one-on-one, think strategically about location; your goal is to make the person feel comfortable and that might happen best in their home or office, or at a public location – let them choose. After your meeting, take 15 minutes to write up notes or fill out the reporting form at the end of this section. Some people will feel uncomfortable if you take notes during the conversation, so ask permission before you pull out a pen and paper.

planning worksheet

As the leader, you want to gain a better understanding of the person you're meeting with and how they could play a leadership role that would increase RAP's capacity and provide personal fulfillment for them. Use this worksheet to jot down some ideas and questions.

1. Introduction and Purpose

How will you introduce yourself? What is most important from your story to share? How will you get the conversation going?

2. Building a Relationship

What do you already know about their story that you want to dig deeper on? What question could you ask that might help them interpret their experiences in a new way?

3. Resources and Skills

What resources, skills, and gifts have you seen them bring to this movement that you can honor? In what ways could they increase their leadership in the movement?

4. Plan and Commit

What do you want to ask them to do? What kind of role do you think might suit them? The next steps you identify at the end of the one-on-one might be different from the ones you imagine at the start.

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more tips

The number one tip that we have for conducting effective one-on-ones is to **PRACTICE!** Holding one-on-one meetings can be a bit nerve-wracking for some people. It gets easier with **practice**. One-on-one meetings are really important for building *your* leadership and for bringing new folks into the work.

Dos

- Schedule 30-45 minutes for the conversation
- Listen 70% and talk 30%
- Focus on exploration and learning
- Share experiences, motivation, and vision
- Be clear about next steps together

Don'ts

- Be vague about the purpose and length of time
- Persuade, make a sales pitch, or interview
- Chit-chat about private interests
- Skip stories to "get to the point"
- End the conversation without a plan

Some final notes....

- Be intentional about the space that you choose to meet with people.
- Ask about the best way to contact folks.
- Ask if there are any access needs that people have to participate in the work.
- Don't be afraid to share about yourself. Sometimes one-on-one meetings are nerve-wracking for people because it's a space where you might feel vulnerable. That's okay - just share what you feel comfortable sharing.
- Talk about things that "mean something" - go deeper than the surface level of conversation!
- Listen with empathy as people talk about their experiences.

follow up and reflection

Following your one-on-one, make a few notes about what happened.

What did you learn about the person you met with?

What next steps did they agree to, and what follow-ups did you commit to?

After the Meeting

- **Contact the person within 24 hours** to thank them for meeting with you and to follow up with any information you said you'd provide.
- **Check-in** before meetings or events they said they would attend.
- **Add this person to your contact list** for the Resident Action Project.
- **Contact Resident Action Project staff** to debrief the meeting.

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follow up form

Fill out this form and follow up with RAP staff about your one-on-one. This will help us to keep track of all of the new members and commitments that people make.

Date: _____

Your Name: _____

Name of Person You're Meeting With: _____

Person's contact information

Email address _____

Phone number _____

Your relationship (how did you meet?): _____

Commitment: _____

Follow up with Resident Action Project staff:

Name: _____

Date: _____

Notes: