

[📌 Template for you to announce to your managers + leadership]

Hello, leaders and managers!

Pingboard has [launched a new feature](#) to help us have more effective 1:1's.

### **With Pingboard's 1:1 feature, you can:**

- Set aside a recurring time for each person on your team
- Accept questions directly from your direct report
- Add open-ended questions beforehand ([here are some examples](#))
- See any recent Applause (peer recognition) your employee may have received
- See their upcoming (and past) status totals
- Add notes and keep a private record of their wins, roadblocks, and growth conversations
- Push a topic to cover it next time

### **Here are instructions on how to get started:**

- [Understanding 1:1s](#)
- [Set Up a 1:1 Meeting](#)
- [Add Topics to your 1:1s](#)

You and your direct report will be prompted with an email from Pingboard to prepare for your 1:1. This helps make sure both of you come prepared to make the most of your time together and focus the conversation around growth.

**Think of yourself as their coach during this time** - use the meeting to learn what motivates, worries, and drives each of your people instead of using the time for status updates on projects.

[This list of open-ended questions](#) has some great suggestions to help guide your conversations.

I'll announce this new way to use Pingboard to *all* of our teams soon - reply if you have any questions!

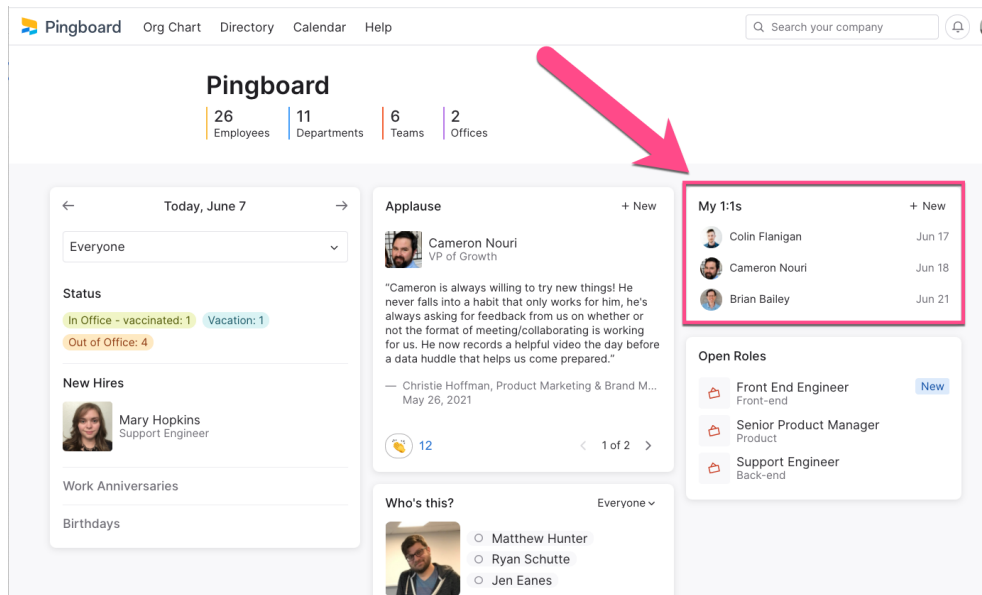
Thanks,

Your name

[📌 Template for you to announce to entire org]

Hi everyone - We're going to start holding our 1:1 meetings in Pingboard!

In the coming days, you'll receive an email from Pingboard that **your manager has scheduled a recurring 1:1 with you**. In Pingboard, you can add to the shared agenda, start a discussion ahead of time and see what your manager planned to chat about.



**This recurring 1:1 meeting is *your* time-- think of your manager as your coach.**

Here are some things you could ask your manager to frame your first conversation:

- *What do you feel are my strengths? How could those help me advance in my career?*
- *If I could improve one skill between this meeting and next, which would you choose?*
- *What do you wish I took more ownership over?*

This new process will help you and your manager build a stronger bond. We want you to develop, grow and feel supported during your time here at **[your company name]!**

Please reply to this email if you have questions.

Thanks!

**[Your name]**