

[📌 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!

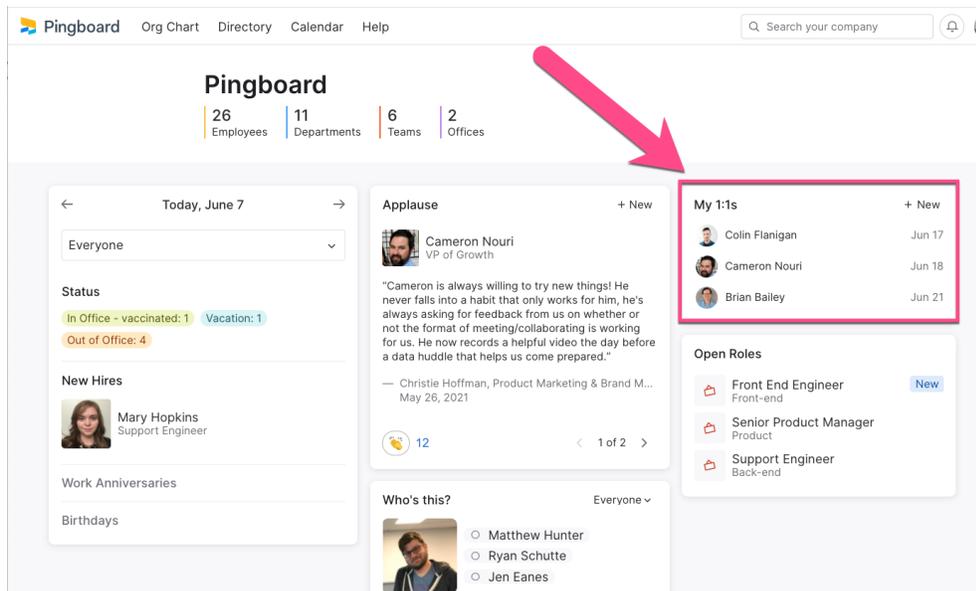
Thanks,

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