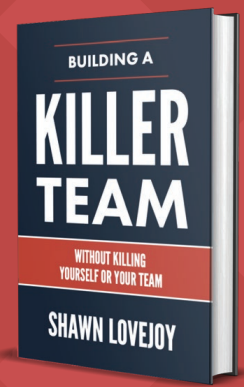


# BUILDING A KILLER TEAM WITHOUT KILLING YOURSELF OR YOUR TEAM



## One-on-One Invite Email

### Email Template for the Leader: Asking for a one on one

*Recently a trusted advisor and coach challenged me on a blind spot in my leadership. I have failed to stay connected to you and lead you personally as best I should.*

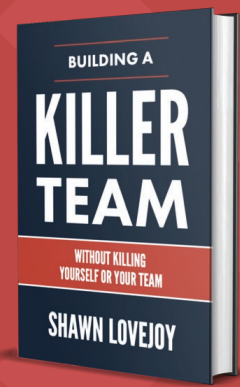
*One step I'm taking to make this right is by meeting with you on a consistent basis.*

*I don't want you to panic because you don't like these kinds of conversations. Don't be stressed. This meeting isn't painful, this will help us keep communication open moving forward.*

*Depending on your schedule, it would be great to fit this in in the next week.*

*Does \_\_\_\_\_ time work for you?*

# BUILDING A KILLER TEAM WITHOUT KILLING YOURSELF OR YOUR TEAM



## Email Templates for the Team Member: Asking for a one on one

*To (Insert Name),*

*Would it be possible to organise a meeting to discuss my performance and continuous development? Is there a time which works well for you within the next couple of weeks?*

*Please let me know,  
Regards,  
(Your name)*