

HOW TO PREPARE FOR A "ONE-ON-ONE" WITH YOUR SALES MANAGER

Great sales managers regularly meet with their team members, offering coaching, advice and training in a session known as a "one-on-one".

Getting the dedicated attention is an expensive investment of both your and your manager's time, so you'll want to get as much as you can from each session. While some managers provide you with a list of things to prepare before each session, you'll get the most value if you have the following information ready.

Your own goals

- What do you want to leave with when the session is done?

At minimum, it could be an action plan of sorts, or you may be looking for specific feedback on something you did (or didn't do).

Focus area(s)

- What part of your sales process do you want to focus on?

It could be your prospecting skills, closing skills, dealing with difficult customers, etc.

Progress you've made

- What sales have you made?
- What actions did you take since your last call?
- How did your last 3 sales appointments go?
- What are you proud of?

Problems

- What's in your way?
- What's preventing you from making more sales?
- Which parts of your plan still need work?
- Do you need help identifying a solution?

Your "ah ha!" moments

- What have you learned that might affect you moving forward?
- What do you know now that's been effective?

Your own plans

- Based on everything you learned from your last one-on-one, what do YOU think you should do next?

Bounce ideas back and forth with your manager, however, don't automatically assume they'll agree with you.

Your agenda items

- What specific questions do you have for your manager?
- What needs to be answered right now?

Keep an ongoing list handy in between your one-on-one meetings

Final thoughts

Thinking through and preparing for your one-on-one may give you great insights on how you need to move ahead. And being prepared not only shows you respect your manager's time, it will help you stay focused on the most important issues you need help with.