

Unit C: Communication

Lesson 4: Conducting One-On-One Visits

What is a **One-On-One Visit**?

- A meeting to communicate **one's personal vision** and **persuade another person** to buy in, or say “yes” to it

Purposes of a One-On-One Visit:

- To **inform**
- To **develop a relationship**
- To **get approval**
- To **seek** assistance
- To **offer** assistance

Preparing for a One-on-One Visit

1. Clearly **define** your **personal vision**.
2. **Identify** key partners who are critical to accomplishing the vision.
3. **Set a goal** for the meeting.
4. **Determine** what **key messages** are important to the other person.
5. **Schedule** the visit at least one week in advance.
6. **Outline the agenda** and send to the participant.
7. Gather and/or **create supporting materials**.
8. **Confirm the visit** the day before.

Conducting the One-on-One Visit

Kicking it Off

1. **Arrive** at least 10 minutes **early**.
2. **Introduce yourself** -if needed- and thank the person for meeting with you.
3. Engage in **casual conversation**; be friendly and get the person talking.
4. Be clear about **the reason** for the meeting.

Conducting the One-on-One Visit

Selling the Vision

- 1. Ask open-ended questions** to get the other person talking about his or her needs.
- 2. Listen carefully** and match the person's needs with your vision.
- 3. Use key messages to sell your vision.**

Conducting the One-on-One Visit

Wrapping it Up

1. **Restate** the agreed-upon outcome -if applicable-.
2. **End on time** and thank the person for meeting with you.
3. **Evaluate** the success of the meeting.

Review/Summary

- What are the reasons and situations for having a one-on-one visit?
- What are the steps in preparing for a one-on-one visit?
- How do you conduct and evaluate a one-on-one visit?