



Use this 10-minute reflection to get clarity + next steps with EduQuencher support tools.

10 Monthly Conversations Great Managers Never Miss

A practical framework you can put on the wall, bring to 1:1s, and use as a coaching tool.

Purpose of this guide: To help great managers create predictable monthly conversations that keep people focused, supported, and accountable. When these conversations go missing, teams experience confusion, rework, disengagement, and burnout. When they're present, people know what matters, where they stand, and how to move work forward.

1 • ALIGN

Priority Reset

Re-center the team on the 2–3 outcomes that matter most this month.

Ask: “If we do nothing else well this month, what absolutely has to happen?”

2 • REINFORCE

Recognition & Wins

Call out specific actions that created impact, not generic “great job.”

Say: “When you did ___, it led to ___ — that’s exactly what we need more of.”

3 • OWN

Accountability & Follow-Through

Keep commitments visible and progress honest without shaming.

Ask: “What did we commit to last month? What’s done, what slipped, and what needs a new plan?”

4 • UNBLOCK

Roadblock Removal

Surface the workflow, resource, and decision barriers that slow your team down.

Ask: “What’s making this harder and what can I remove, escalate or simplify?”

5 • CLARIFY

Role & Expectations

Ensure each person knows what “good” looks like right now, not six months ago.

Ask: “Where are you still guessing about what’s expected of you or how success will be measured?”

6 • GROW

Development & Growth

Treat growth as part of the job, not a side project.

Ask: “What skill do you most want to build this month, and how can I create space or opportunities for that?”

7 • CONNECT

Cross-Team Alignment

Address friction between teams before it becomes blame or burnout.

Ask: “Where are handoffs clunky or unclear — and who do we need to get in the same (real or virtual) room?”

8 • CHECK-IN

Engagement & Wellbeing Pulse

Catch overwhelm early instead of reacting to fires later.

Ask: “On a scale of 1–10, how sustainable does your workload feel right now — and what would move it up one point?”

9 • ANCHOR

Standards & Culture

Reinforce the norms that keep the team healthy, professional, and consistent.

Ask: “Where are we starting to slip on how we want to show up as a team — and what’s one reset we can make?”

10 • LOOK AHEAD

Forward Planning

End the month with clarity, not open loops.

Ask: “Here’s what I captured as next steps — what did I miss, and where do you need something from me to move?”

HOW TO USE THIS POSTER

Turn it into a monthly leadership habit

1. Use this as a monthly self-check: “Have I had each of these conversations yet?”

2. Post it where you plan. Keep it visible in your office, digital workspace, or 1:1 agenda.

3. Do a quick scan mid-month. Ask yourself: “Which of these have I actually had with my team?”

4. Use it as a coaching tool. Walk emerging leaders through each conversation and model the questions.

Monthly rhythm prompt: At the end of each month, circle one conversation you want to strengthen next month. Focus there, then layer in the rest

WHERE THIS CONNECTS TO EDUQUENCHER

Leadership & HR topics like these pair naturally with:

- **Development & Growth:** Use EduQuencher professional learning tracks to support skill-building.
- **Engagement & Wellbeing:** Leverage short courses on stress, balance, and sustainable work habits.
- **Cross-Team Alignment:** Share communication and collaboration modules as common learning.

EduQuencher Professional Learning:

Turn your monthly conversations into real growth with targeted leadership and HR micro-courses for managers and staff.