

10-Minute One-on-One Training: Helping Employees Adapt to Change

Change in the workplace can feel like a storm. New tools, new processes, new leadership—employees often feel overwhelmed, unsure, and stuck.

That's where **10-minute one-on-one training** comes in. It's fast, focused, and personal. Instead of generic advice, you're giving them specific tools to adapt and thrive.

Here's how to make it work.

1. Start With Their Challenge

The beauty of one-on-one training is that you can zoom in on their unique struggles.

Ask a simple question to kick things off:

- "What's the toughest part of this change for you?"
- "How are you feeling about [new tool/process/project]?"

For example, if they're struggling with a new software rollout, they might say, "I'm scared I'll mess things up" or "I just don't get how this helps."

This step builds trust and makes the session feel tailored, not forced.

2. Teach One Skill

Once you know their struggle, focus on **one actionable solution**.

Here's how:

- **Scenario 1: Adapting to a New Process**

Struggle: They're overwhelmed by the complexity.

Tip: Teach them how to break tasks into smaller, manageable steps. Say, "Let's take this process and divide it into three quick actions. Focus on step one first."

- **Scenario 2: Adjusting to a New Team Leader**

Struggle: They're unsure how to communicate.

Tip: Teach them to use the "clarity sandwich" for feedback—start with something positive, address the issue, and close with encouragement.

- **Scenario 3: Learning a New Tool**

Struggle: They feel frustrated or slow.

Tip: Walk them through one feature at a time. “Let’s focus on just scheduling tasks today. Once you’re comfortable, we’ll tackle reporting next week.”

Keep it simple, clear, and practical.

3. Let Them Practice

Talking about solutions isn’t enough—they need to try it.

For example:

- **If it’s a new tool:** Have them complete a small task while you watch. “Let’s input one project together using the new system.”
- **If it’s giving feedback to a leader:** Role-play the conversation. “I’ll be the manager. You practice explaining your concern.”
- **If it’s tackling a new process:** Guide them through the first step themselves. “Let’s draft your plan for handling this change right now.”

By doing it *together*, they’ll feel more confident and capable.

4. Give Them One Actionable Step

Before the session ends, make sure they leave with a clear, simple next step.

Examples:

- "Use this feature in your next two tasks today."
- "At tomorrow's team meeting, ask the leader this clarifying question."
- "Write down one small goal you'll focus on this week to adapt to the new process."

Keep the step small and achievable. You're building momentum, not overwhelming them.

5. Follow Up

One-on-one training doesn't end when the clock runs out.

Circle back in a few days with a question:

- "How did that new approach work for you?"
- "What's one thing that still feels challenging?"

If they've succeeded, celebrate their progress. If they're stuck, adjust and try again. The goal is steady improvement over time.

Quick 10-Minute Topics for Workplace Adaptability

Need some inspiration? Here are some practical training ideas:

- 1. Dealing With Change:** “How to Stay Positive and Focused During Uncertainty.”
- 2. Learning New Tools:** “How to Tackle One Feature at a Time Without Overwhelm.”
- 3. Communicating With New Leadership:** “How to Build Rapport and Ask the Right Questions.”
- 4. Adapting to Process Changes:** “How to Break Big Tasks Into Smaller, Easier Steps.”
- 5. Overcoming Resistance:** “How to Reframe Change as Opportunity.”

Why This Works

Change is personal. A one-size-fits-all group session can't solve an individual's doubts or struggles. But with 10 focused minutes of one-on-one attention, you can:

- Identify the exact problem.
- Teach a practical skill.
- Build their confidence through practice.

It's short, but it's powerful. Week by week, they'll grow more adaptable—and so will your team.

Start small. Find one team member who's struggling with change. Spend 10 minutes helping them adapt, and watch how it transforms their mindset and productivity.

Who's the first person you'll help?