

Service Introduction



**The AI 1on1 Solution for Higher Talent Density:
Save Leaders' Time, Maximize Growth & Engagement**

Problem

Valuable, Yet Challenging 1on1s



1on1s are a prerequisite for engagement,

Gallup, 2024

Regular 1on1s lead to a

300%

increase in work
engagement

orblit 1on1



But effective 1on1s are hard to do right.

HBR, 2024

Time-Consuming Paperwork

Managers spend **210 hours per year** on 1on1 related documentation

ATD, 2022

Low Quality & Satisfaction

While **over 90%** of U.S. managers conduct 1on1s,
employee satisfaction remains **below 10%**

Gallup, 2023

Stagnant Leadership Skills

Manager engagement **drops to 30%** after promotion,
with **over 50%** feeling unequipped for their role

At a Lower Cost

Automate draining note-taking
and wrap-ups



Smart Scheduling



AI Transcription



AI Summaries

Conduct More Valuable 1on1s

Provide tailored preparation
and real improvements



AI Tailored Questions



AI Meeting Guides



AI Action Items



Talent Insights

Grow as a Better Leader

Enhance strategic tools
and leadership skills



Engagement Trends



AI Leader Coaching



9-Box Grid



1. Preparation

Receive 1on1 alerts
based on cadence

Instant Context Review

AI-Tailored
Questions & Guide



2. The Meeting

Collaborative
Note-Taking

AI-Transcription

Pulse Surveys



3. Wrap-up & Coaching

Manage action items
Generated by **AI**

AI Summaries

AI Leadership Coaching



4. Continuous Management

AI-Powered Team
member Insight Report

AI Topic Suggestions

9Box Talent Management

1. Preparation

Prepare perfectly timed,
perfectly tailored meetings.

Automated Cadence & Smart Reminders

Ensure **consistent, timely 1on1s**
for every team member,
without the manual effort.

The screenshot displays the orblit 1on1 interface. On the left, a sidebar shows the '1on1' section with options to 'Create 1on1', view '1on1 meeting', and a 'Box' icon. The main area is titled '1on1 meeting' and includes a 'Scheduled' section with cards for HB Yang (D-1), James (D-7), Sally (D-7), and Woong (D-7), all scheduled for August 5, 2025. Below this is a 'My meeting history' table.

1on1 member	Start: Jul 28 (Mon) am 10:05	Duration	Summary
HB Yang	Jul 30, 2025, 10:00 AM	58m	record Share progress on the project and future plans
James	Jul 29, 2025, 10:00 AM	34m	1/3 Discuss the challenges and solutions you are experiencing during work
Sally	Jul 28, 2025, 10:00 AM	1h 32m	Strengths, weaknesses, skills, etc

A modal window on the right, titled '1on1 Member' and 'Action item', shows 'Periodic 1on1 members (4)' with a '+ Add member' button. It lists three members: Woong (D-7, 'Every 2 weeks · 13 days ago'), HB Yang (D-1, 'Every 2 weeks · 12 days ago'), and Sally (D-7, 'Every 2 weeks · 15 days ago').

Instant Context at a Glance

Stop digging for past conversations.

Instantly access a complete, summarized history to make every 1-on-1 meaningful.

 **1on1 with Sally**

Create a Meeting to Join

Scheduled

Sally

D-7

...

Aug 5, 2025 10:00 PM

Meeting history (5)

Search

Date ↓	Duration	Summary	Work engagement	Growth satisfaction
August 7, 2025, 10:00 AM	58m	 Record Share progress on ongoing projects and future plan	 Excellent	 Excellent
July 28, 2025, 10:00 AM	1h 11m	 1/3 Discuss challenges faced at work	 Good	 Good
July 12, 2025, 10:00 AM	43m	 3/3 Talk about strengths, weaknesses, and skills	 Fair	 Fair
June 30, 2025, 10:00 AM	1h 20m	Review career and growth plans	 Poor	 Poor
June 14, 2025, 10:00 AM	53m	Discuss collaboration difficulties and ways to resolve them	-	-

Go Beyond Generic Templates

Our AI generates **tailored questions**
and **strategic guides** for any context,
ensuring every 1-on-1 is impactful.

< ✨ AI: Create questions

Please tell about the meeting participant.

DY Kim, PM, 3 years

Please select the topics you want to discuss.

Growth, Career

Are there any relevant details/situations to consider when generating questions?

- Check issues when collaborating between designers and developers.
- Discuss project progress and challenges.
- Talk about career and growth.

Previous 1on1 history ☒ Use

^ Details setting

Quantity

☐ Simple ☒ Standard ☐ Advanced

Tone & Manner

☒ Formal ☐ Casual

Types

☒ Experience/Story type

"What is the most memorable project experience you've had recently?"

☐ Reflection/Thought type

"What part of your current role do you find most meaningful?"

☐ Action/Execution type

"What specific actions will you take in the next 3 months?"

☐ Relationship/Collaboration type

"What do you find most helpful collaborating with colleagues?"

☐ Multiple Choice type

"What kind of person do you want to be one year from now?"

Restore

Done

AI Template

[AI Guide]

🌟 Done!

📖 Starting Strategy:
Begin with Q1 about the automation success experience in Q1 by asking, "What was the most unexpected learning or insight you gained during that process?" This question helps ease tension through a sense of achievement and indirectly gauges Junho's learning attitude and depth of reflection.

🔥 Needs Reflection and Coaching:
For Q2 which discusses inefficiency improvements, foster constructive thinking rather than just complaints. For example, if the participant says, "There are many repetitive tasks causing delays," ask a follow-up like, "What approach have you considered to reduce these repetitive tasks?" to assess problem-solving skills.

🔄 Flow Management:
Guide the conversation in this order: Current achievements (Q1) → Discovering improvement areas (Q2) → Linking learning activities (Q3) → Future professional growth plans (Q4-Q5) → Action plans (Q6-Q7). After discussing difficulties in Q2, transition to Q3 with a positive phrase such as, "Keeping these improvements in mind, I'd like to hear more about how your ongoing data visualization study is helping with these aspects," turning negatives into motivation for learning.

☒ Select all

☒ What was the best part of the recent collaboration between designers?

☒ What are the most common difficulties in communication between developers?

☒ What is the biggest challenge or obstacle in your current project?

☒ Is there any issue you think, "If this were solved immediately, work would be easier"?

☒ Have you experienced any inconvenience with schedule management?

☒ Have you recently had moments during work feeling you were growing personally?

Use selected questions (7)

2. The Meeting

Focus on the person,
not the note-taking.

A Shared Space for Real Alignment

Collaborate on notes before, during,
and after the meeting to ensure every
conversation is productive and documented.

Sejun ↔ Heize

Jul 28, 2025, 10:00 AM

Questions

Sejun

How have you been lately? (Icebreaking)

I'm trying to run 2 to 3 times a week since started last time. However, last week I ran a bit less because of a project deadline. Instead, I feel like my stamina has improved, which is good.

Heize has been maintaining her running routine well, trying to run 2 to 3 times a week. She says her stamina has increased. However, last week, due to project deadlines, the frequency decreased. Sejun responded that it's easy to miss workouts when busy with work, but it's important to keep it consistent.

Sejun

Have the action items from the last meeting been well executed? Let's reflect on whether there have been positive changes.

During the last quarter, Heize's QA improvement proposal was very helpful to the team. However, there was feedback that the documentation speed was a bit slow, so let's discuss where the difficulties might be.

There was feedback that Heize's documentation speed was slow. Since Heize has difficulty with documentation, Sejun will prepare a basic template and share it by next week.

Past action items

☒ Weekly mentoring sessions for juniors ...

☐ Proposal for improving the QA process ...

☒ Mentoring sessions for developers ...

☐ OKR progress dashboard update ...

New action items

+ Add action item

☐ Resolve data source issues in dashboard ...

☐ Create document template ...

☐ Review the cycle of inter-team mt ...

My personal note

Heize's motivation: regular recognition and new projects

AI Transcription (STT)

Be fully present in the conversation.

Our AI captures every word,
so you don't have to.

The screenshot displays the orblit 1on1 interface. On the left, a sidebar shows the meeting title '1on1', the participant 'Reversemountain', and options to 'Create 1on1', '1on1 meeting', and '9 Box'. The main area shows a transcript for a meeting on 'Jul 28, 2025, 10:00 AM'. The transcript is titled '1on1 Script' and lists the following exchanges:

- Sally:** How is the current project progressing? Have there been any major issues with the schedule or tasks?
- Mani:** It's going according to plan, but design feedback has been a bit delayed, so the schedule might slip slightly.
- Sally:** The delay in feedback seems to be the biggest bottleneck. I will coordinate with the stakeholders on that. Have you had any difficulties when opinions differed with the designer?
- Mani:** The frequent design mockup changes affect the coding work. It would be better if there were faster communication methods.
- Sally:** That issue might be helped by coordinating weekly reviews in meetings. What is the biggest challenge in the current project?
- Mani:** The tight schedule makes it hard to have enough time for bug fixes. Still, I feel my skills in API design have improved recently. I also want to study frontend performance optimization more deeply going forward.
- Sally:** That's great. Let me know if I can assist you in career or skill development.
- Mani:** Could you recommend any professional books or educational opportunities?

At the bottom of the transcript, it says '3. Career direction'. The interface also includes a 'Past action items' section on the right and a list of participants at the bottom right.

Measure What Matters

A quick vital check is as important as a deep conversation. **Easily track engagement and satisfaction over time.**

The screenshot displays a 1on1 meeting interface. At the top, it shows the participants 'Sejun' and 'Heize' and the date 'Jul 28, 2025, 10:00'. Below this is a 'Questions' section with a list of questions and answers. A modal window titled 'The meeting has ended!' is overlaid on the interface. This modal contains two sections: 'Work Engagement' and 'Growth Satisfaction'. Each section has a rating scale from 'Bad' to 'Excellent' and a text box for a comment. The 'Work Engagement' section shows a 'Good' rating and a comment: 'Since starting 1on1 meeting module project, engagement levels have increased.' The 'Growth Satisfaction' section shows a 'Poor' rating and a comment: 'Expressed a need for someone to give feedback or have conversations with due to the lack of senior developers.' At the bottom of the modal are 'Later' and 'Save' buttons. The background interface also shows a 'Past action items' section with a list of tasks and their assignees.

Sejun ↔ Heize

Jul 28, 2025, 10:00

Questions

Sejun

How have you been lately?

I'm trying to run 2 to 3 times a week to meet project deadline. Instead, I feel stressed.

Heize has been maintaining stamina has increased. He responded that it's easy.

Sejun

Have the action items from the last meeting been positive changes?

During the last quarter, Heize gave me feedback that the documentation was not clear. There was feedback that the documentation was not clear, Sejun will prepare a basic template and share it by next week.

The meeting has ended!

Work Engagement

How would you rate his/her overall satisfaction and engagement level with their current work and company?

Bad Poor Fair Good Excellent

Since starting 1on1 meeting module project, engagement levels have increased.

Growth Satisfaction

How much does his/her feel they are growing and developing within the organization?

Bad Poor Fair Good Excellent

Expressed a need for someone to give feedback or have conversations with due to the lack of senior developers.

Later Save

Past action items

- ng sessions for juniors
- improving the QA process
- ons for developers
- ashboard update
- source issues in dashboard
- ument template
- ycle of inter-team mt
- in: regular recognition and new

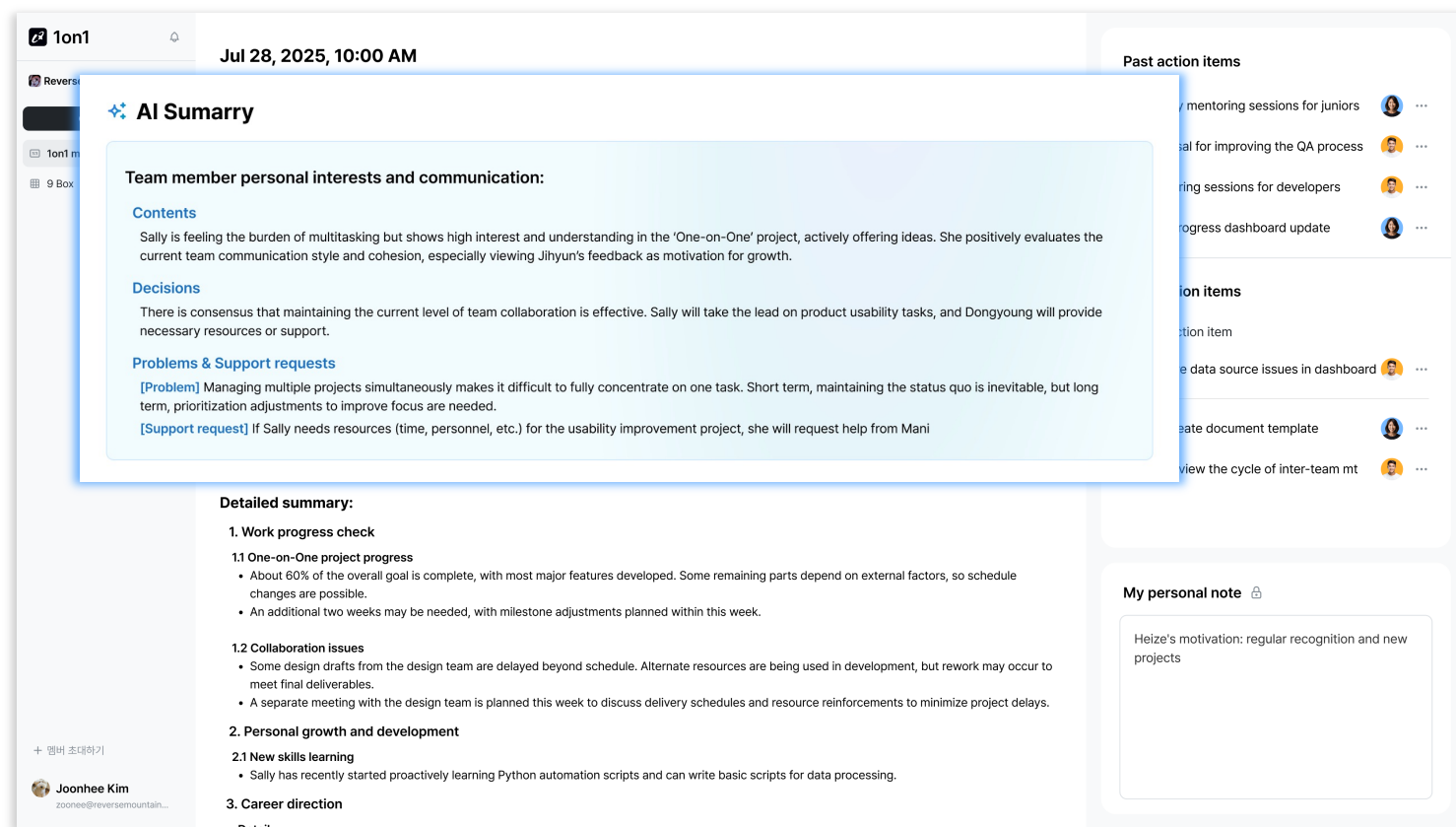
3. Wrap-up & Coaching

Quickly summarize/analyze meetings,
and provide leadership coaching

Auto-Generated Instant AI Summary

Conversations are full of scattered insights.

Our AI captures and organizes everything,
so you can act on what matters.



The screenshot displays the orblit 1on1 interface. At the top, it shows the date and time: Jul 28, 2025, 10:00 AM. A central panel titled "AI Summary" contains the following sections:

- Team member personal interests and communication:**
 - Contents**: Sally is feeling the burden of multitasking but shows high interest and understanding in the 'One-on-One' project, actively offering ideas. She positively evaluates the current team communication style and cohesion, especially viewing Jihyun's feedback as motivation for growth.
 - Decisions**: There is consensus that maintaining the current level of team collaboration is effective. Sally will take the lead on product usability tasks, and Dongyoung will provide necessary resources or support.
 - Problems & Support requests**:
 - [Problem]** Managing multiple projects simultaneously makes it difficult to fully concentrate on one task. Short term, maintaining the status quo is inevitable, but long term, prioritization adjustments to improve focus are needed.
 - [Support request]** If Sally needs resources (time, personnel, etc.) for the usability improvement project, she will request help from Mani

Below the AI summary, a "Detailed summary:" section lists:

- Work progress check**
 - 1.1 One-on-One project progress**
 - About 60% of the overall goal is complete, with most major features developed. Some remaining parts depend on external factors, so schedule changes are possible.
 - An additional two weeks may be needed, with milestone adjustments planned within this week.
 - 1.2 Collaboration issues**
 - Some design drafts from the design team are delayed beyond schedule. Alternate resources are being used in development, but rework may occur to meet final deliverables.
 - A separate meeting with the design team is planned this week to discuss delivery schedules and resource reinforcements to minimize project delays.
- Personal growth and development**
 - 2.1 New skills learning**
 - Sally has recently started proactively learning Python automation scripts and can write basic scripts for data processing.
- Career direction**

On the right side of the interface, there are sections for "Past action items" (listing mentoring sessions for juniors, QA process improvement, developer sessions, and dashboard update) and "My personal note" (containing the note: "Heize's motivation: regular recognition and new projects").

Drive Improvement with Action Items

The true impact of a 1on1 is revealed when conversation leads to action. **Drive real change with clear, trackable action items.**

The screenshot displays the orblit 1on1 interface for a meeting on July 28, 2025, at 10:00 AM, recorded for 00:50:04. The interface is divided into several sections:

- Left Sidebar:** Contains a '1on1' header, a dropdown menu for 'Reversemountain', a 'Create 1on1' button, and a list of items including '1on1 meeting' and '9 Box'.
- Meeting Header:** Shows the date and time 'Jul 28, 2025, 10:00 AM', participants 'Sally' and 'Mani', and a 'Recorded' status with a duration of '00:50:04'.
- Body Summary:** Includes tabs for 'Body', 'Summary', and 'Analysis'. The 'Summary' tab is active, showing an 'AI Summary' section with sub-sections: 'Team member personal interests and communication:', 'Contents' (Sally's interest in multitasking), 'Decisions' (consensus on team collaboration), and 'Problems & Support requests' (managing multiple projects). Below this is a 'Detailed summary' section with three main points: '1. Work progress check' (One-on-One project progress), '1.2 Collaboration issues' (design drafts delayed), and '2. Personal growth and development' (New skills learning).
- Past action items:** A list of completed items: 'Weekly mentoring sessions for juniors', 'Proposal for improving the QA process', and 'Mentoring sessions for developers'.
- New action items:** A list of upcoming items: 'Create document template', 'Project Alpha draft architecture', 'Docs template creation', and 'Review the cycle of inter-team mt'.
- My personal note:** A section for personal notes, currently containing the text: 'Heize's motivation: regular recognition and new projects'.

Tailored Coaching through Conversation Analysis

The quality of a 1-on-1 depends on the leader.
Grow into a more effective manager with personalized, data-driven coaching.

Jul 25, 2025, 10:00 AM

 Sally ↔  Jenny

 Recorded 00:50:04

Body Summary Analysis

Speaking ratio

 Sally 40%

 Jenny 60%

Feedback for leader

Good Points

Discussion about growth plan

Discussion covered a broad range of topics from project status to personal growth, resulting in a balanced conversation. Listening attentively to the other person's remarks and expressing empathy and encouragement enhanced motivation and trust, enabling a productive dialogue.

Areas for Improvement

Lack of clear action item setting

There were no clear action items before or after the 1:1 meeting. Although members made several proposals, IC responded with questions, asking to think about action items herself. While it is good to co-create action items, the leader should guide the conversation with questions.

Suggestions and Execution Plans

- Try creating specific "to-do" lists with deadlines (e.g., by next week or next month) based on the difficulties or growth goals discussed towards the end of the meeting.

Lack of problem-solving discussion

There was insufficient probing with questions to analyze root causes of difficulties. Discussion remained at the surface without deep exploration of why problems recur or how to structurally improve them. While empathy is important, a leader's role is to help the member solve problems proactively.

4. Continuous Management

Go beyond one-off meetings.

Drive systematic growth for your team.

Deep-Dive Talent Insights

We consolidate all your 1-on-1 data into powerful reports. **Systematically track flight risk, motivation, and strengths.**

Report: Sally ▾

[PDF export](#)

2025.04.01~ 2025.06.30

🚀 Customized Management Plan

- **Strengthening Initiative and Providing Opportunities:** Team member excels at proactively identifying and solving problems and proposing new ideas. To continue leveraging these strengths, it's important to give her autonomy and actively provide opportunities to conceive and execute new projects or ideas.
- **Meeting Growth Aspirations:** Because she has a strong desire to improve usability, prioritize assigning her to related projects or offer chances to participate in external training or seminars to support her growth. This will be a key motivator.

🚫 Flight Risk

Currently, there are no clear signs of flight risk. Rather, she shows strong motivation and commitment to the company's growth (fundraising, service expansion). However, long-term workload and lack of resources could cause burnout, so proactive management through the above support is necessary.

- **Tangible achievements:** Achievements like successful fundraising strongly boost motivation.
- **Proactive problem solving:** Gains a sense of accomplishment by eading large-scale tasks like 1on1 module wireframe planning.

Motivation Decline Factors:

- **Tight schedules and workload overload:** Handling multiple tasks simultaneously has been tough.
- **Resource shortage:** Difficulty distributing work due to a shortage of project managers increased her burden.

🌟 Strengths

Strength:

- **Strong initiative and problem-solving ability:** Leaders highly value her for proactively proposing roadmap modules and resolving issues.
- **Efficiency improvement:** She successfully shortened discussion times through improved Figma proposals.
- **Long-term perspective:** She integrated Works and One-on-One projects to improve module linkage and executed this strategic decision.

Weakness:

- No explicit personal weaknesses noted, but challenges with task distribution and resource management suggest structural team improvements are needed.

🌱 Growth

- **Goal:** She aspires to experience environments dealing with diverse customer data as the service grows.
- **Skills:** High interest in deepening project management skills.
- **Desired projects:** Wishes to participate in projects handling complex data environments.

👤 Work and Performance

Contribution :

- Successfully integrated and improved One-on-One project structure, greatly increasing development efficiency.
- Took initiative in early module function design.

Blockers:

- Simultaneous multi-module work caused initial overload.

Smart Suggestions for Your Next 1on1

Great 1-on-1s are a continuous journey.
Our **AI** suggests relevant topics
to keep the momentum going.

Report: Sally ▾

2025.04.01~ 2025.06.30

PDF export

Customized Management Plan

- Strengthening Initiative and Providing Opportunities:** Team member excels at proactively identifying and solving problems and proposing new ideas. To continue leveraging these strengths, it's important to give her autonomy and actively provide opportunities to conceive and execute new projects or ideas.
- Meeting Growth Aspirations:** Because she has a strong desire to improve usability, prioritize assigning her to related projects or offer chances to participate in external training or seminars to support her growth. This will be a key motivator.

Flight Risk

Currently, there are no clear signs of flight risk. Rather, she shows strong motivation and commitment to the company (fundraising, service expansion). However, long-term workload and lack of resources could cause burnout, so proactive support through the above support is necessary.

Motivation

Motivation Factors:

- Visible efficiency improvements:** She feels motivated and fulfilled when planning processes clearly improve efficiency.
- Tangible achievements:** Achievements like successful fundraising strongly boost motivation.
- Proactive problem solving:** Gains a sense of accomplishment by leading large-scale tasks like 1on1 module wireframes.

Motivation Decline Factors:

- Tight schedules and workload overload:** Handling multiple tasks simultaneously has been tough.
- Resource shortage:** Difficulty distributing work due to a shortage of project managers increased her burden.

Strengths

Strength:

- Strong initiative and problem-solving ability:** Leaders highly value her for proactively proposing roadmap modules and resolving issues.
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- Long-term perspective:** She integrated Works and One-on-One projects to improve module linkage and executed this strategic decision.

1on1

- Number: 3 meetings
- Average time: 53m 28s

Work engagement

4/1 5/1 6/1 7/1 7/14 8/2 8/2 8/2

Growth Satisfaction

4/1 5/1 6/1 7/1 7/14 8/2 8/2 8/2

Recommended topics for the next 1on1

Discuss the progress and effects of establishing a review culture: Talk about how the improved review culture is being applied and its impact on team members' code understanding and collaboration.

Review the status of the progress sharing process improvement: Discuss the effectiveness of the new sharing method and any additional improvements needed.

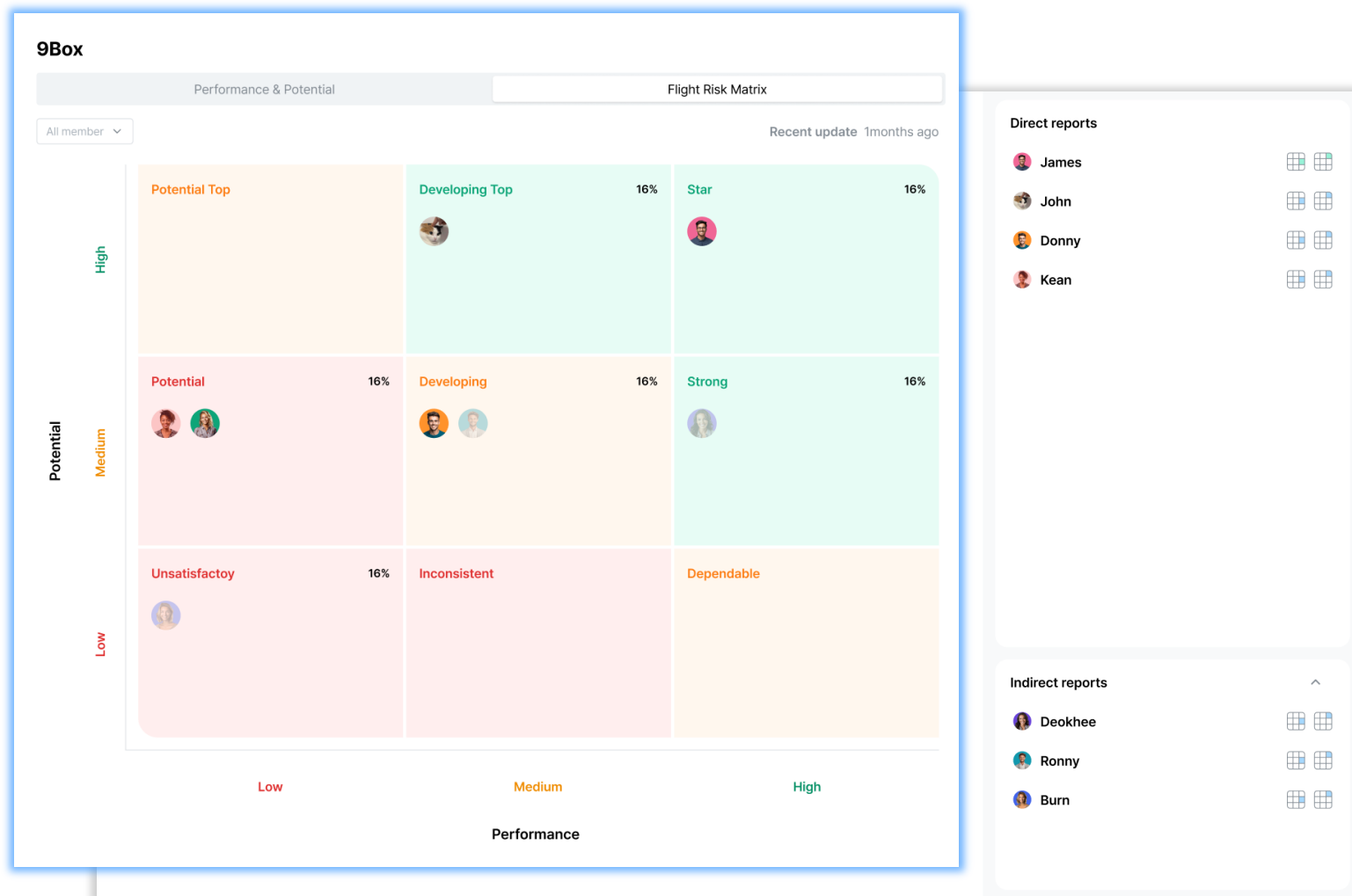
☐ Read the book "No Rules Rules"

☒ Create an organizational chart

9-Box Grid for Strategic Growth

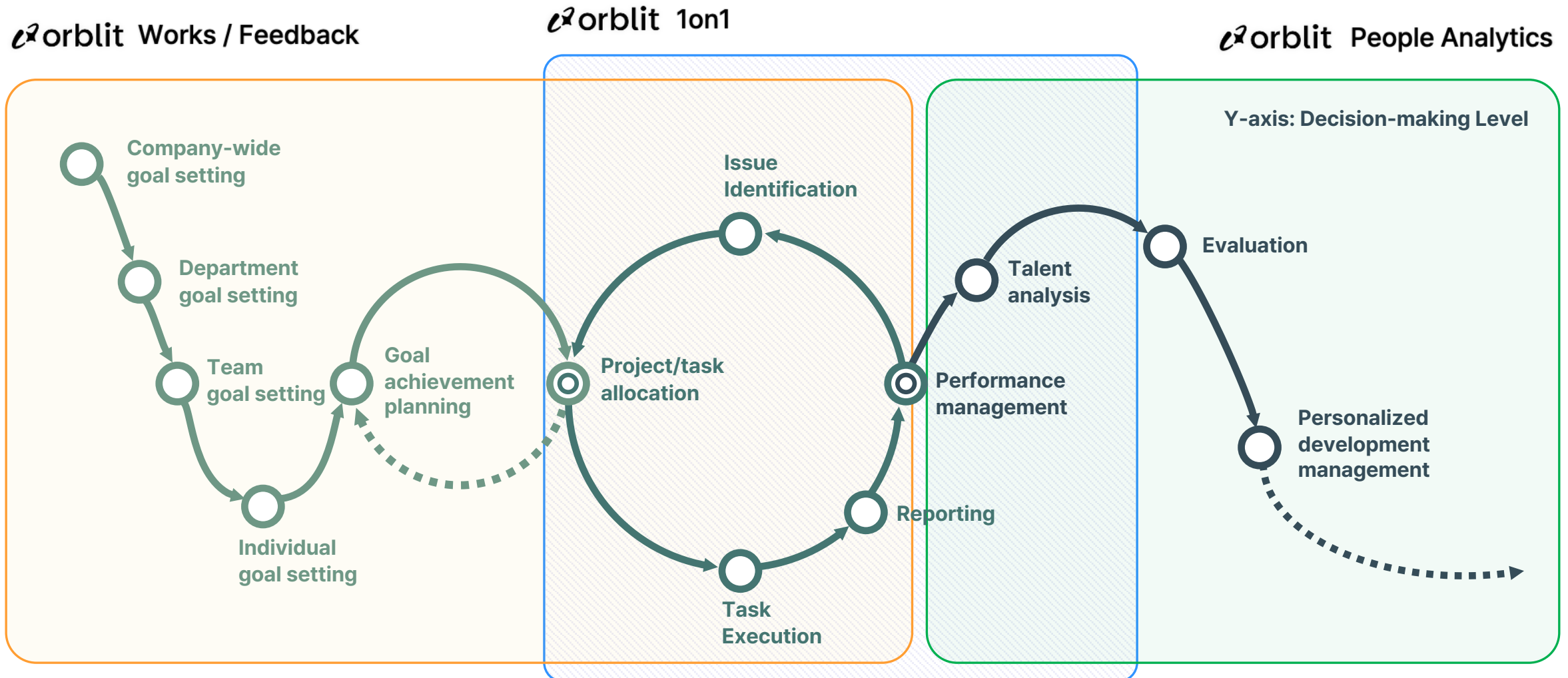
Go beyond individual check-ins.

Get a holistic view of your entire team to make strategic talent decisions.



Expansion & Integration

Purpose-driven modules which innovate entire organizational OS.



Enhance the depth through powerful module integrations.



Orblit Works AI

Streamline Workflows & Enhance Feedback

- ✓ Manage Tasks & Share Real-time Progress
- ✓ AI-Automated Periodic Reporting
- ✓ Data-Driven Feedback



Orblit Feedback AI

Professional Feedback Optimization

- ✓ Enhance Feedback with Expert AI



Orblit 1on1

A. Connecting Real Work with 1on1s

- ✓ Questions based on work and communication logs.
- ✓ Sync action plans from 1on1s to Works in real-time.

B. Connecting Feedback with 1on1s

- ✓ Extract keywords from feedbacks to generate questions.
- ✓ Optimize feedback based on engagement levels and traits.

Foundation of global management know-how & expert knowledge.

Our Investors & Advisors

[前 Dell APAC Vice President]

[前 Samsung/SAP Korea HR Head]

[Penn State Univ. HR Professor]

[George Mason Univ. I-O Psych. Professor]



PennState



1on1s should be easy, flexible, and lead to growth.

✓ Is it efficient?

- Systematic 1on1s require time and effort.
- Inefficient processes waste time and hurt engagement.

Orblit maximizes efficiency with STT and AI-summaries.

✓ Is it personalized?

- The core of a 1on1 is understanding each team member.
- Generic templates are not enough.

Orblit's AI provides customized agendas for each case.

✓ Does it drive real growth?

- Insights from a 1-on-1 must translate into action.
- Mere conversation is not enough.

Orblit's AI-analyses help leaders & teams grow together.



Orblit 1on1 AI

Seamless 1on1s: From Prep to Growth

- ✓ Tailored Agendas & Guides
- ✓ Record/Summarize/Analyze Meetings
- ✓ Team Member Status Dashboards
- ✓ Personalized AI Leadership Coaching



**The AI 1on1 Solution for Higher Talent Density:
Save Leaders' Time, Maximize Growth & Engagement**

Reversemountain Corp

jjchoi@reversemountain.co.kr