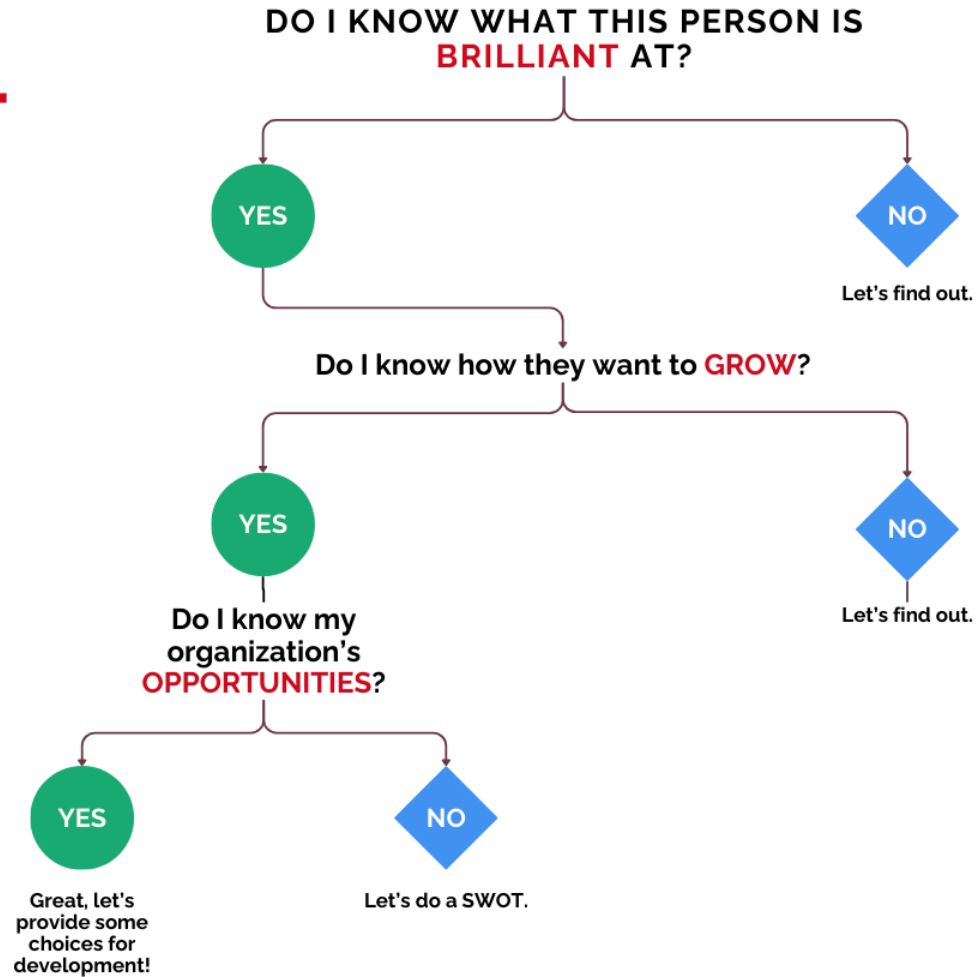


# EMPLOYEE DEVELOPMENT DECISION TREE

Creating your Development Plan



Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_



## What this person is **BRILLIANT** at.

*When developing employees, leveraging strengths and passions will bring the most impact. Use the Predictive Index Behavioral assessment and Cognitive assessment to uncover strengths and learning agility, or complete the reflection below.*

### **Behavioral Strengths:**

*Based on observed behavior, or the employee's PI results, select which strengths resonate most.*

Collaborative	vs.	Outcome-oriented
Introspective	vs.	Outgoing
Urgent/Fast-paced	vs.	Steady, stable
Flexible	vs.	Detail-oriented

### **Skill Strengths:**

*Based on observed behavior and experience, identify which skills your employee is proficient at.*

Communication skills	Hard Skills	Leadership Skills	Other soft skills
<ul style="list-style-type: none"> <li>● Interpersonal skills</li> <li>● Relationship-building</li> <li>● Negotiation</li> <li>● Listening</li> <li>● Public speaking/ Facilitating</li> </ul>	<ul style="list-style-type: none"> <li>● Technical skills</li> <li>● Writing skills</li> <li>● Data analysis</li> <li>● Project management</li> <li>● Content creation</li> </ul>	<ul style="list-style-type: none"> <li>● Leading meetings</li> <li>● Managing others</li> <li>● Delegating</li> <li>● Setting objectives</li> <li>● Coaching</li> </ul>	<ul style="list-style-type: none"> <li>● Adaptability</li> <li>● Creativity</li> <li>● Problem-solving</li> <li>● Following up</li> <li>● Allocating resources</li> </ul>

### **Question to ask your employee:**

1. Describe what you do best in your current role.
2. Describe what you do in your current role that you enjoy the most.
3. (Insert additional question)

### **Employee Strengths**



## How this person wants to **GROW**.

*During a one-on-one conversation, take time to ask the following questions to get a clear picture of your employee's goals and personal vision. Be sure to practice your best listening skills.*

### **Questions to ask your employee:**

1. Looking forward, describe what is important to you, in your career?
2. What are your goals?
3. In what areas would it be most beneficial to increase your knowledge, skills, experience, or capabilities?
4. What approach would have the most impact in these areas? (Formal training, eLearning, Shadowing, Mentoring, etc.)
5. If you were to focus on just ONE area of development this year, what would it be?
6. What would help you further define your career and development plan?



## My organization's **OPPORTUNITIES**.

*To make development plans impactful and avoid the trap of busy work, tie strategic initiatives or goals to the employee's growth goals. Review your organization's plans and vision by completing the SWOT analysis.*

<b>Strengths</b>	<b>Weaknesses</b>
<b>Opportunities</b>	<b>Threats</b>

**The most critical area my employee could impact:**

This development opportunity for my employee would be:

- 1) An Expansion of Duties
- 2) A Learning phase or Exploration
- 3) Cross-functional/Cross-training

 **Crafting the DEVELOPMENT PLAN.**

*Combining your employee's strengths, growth goals, and the area of business they could impact, fill out this development plan together. Be specific and review progress regularly.*

Description of Goal		
What Success Looks Like		
Progress Descriptors		
Roles	Employee	
	Leader	
Timing		
Resources		