**Template: Development Discussion Planning**

Audience: Employees and Supervisors

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill #1 (Goal):**

**Growth Area or Strength** (circle one)

**How will you acquire, apply and measure?**

**Skill #2 (Goal):**

**Growth Area or Strength** (circle one)

**How will you acquire, apply and measure?**

| **Tips** | **Traps** |
| --- | --- |
| * Be flexible — you may need to change directions. * Work together and encourage collaboration. * Be open to receiving and giving feedback. * Be alert to new learning or application opportunities. * Be honest with your skill ratings and feedback — ratings set a baseline for the employee's biggest strengths and growth areas. | * Too busy — provide time to engage in learning and application. * Don’t confuse performance management with professional development:   + Performance management is a process to evaluate performance to achieve organizational goals. However, development goals can be included during goal setting.   + Professional development focuses on fostering growth and career development. |