

Employee's Planning Worksheet for Development discussions

Use the following questions to help you think about your developmental needs and goals before you meet with your manager to discuss them.

- Interests and Values -	
What are your professional interests and values? For example, what types of projects do you enjoy? Are you motivated by compensation? By increased responsibility?	
What are your lifestyle needs? For example, limited or no travel, set work schedule, etc.	
- Skills: Strength and Gaps -	
What are your top five skills (i.e., those where you have the most proficiency and/or those you enjoy using the most)?	
What do you believe are the top two or three skills you need to learn in order to grow in your job, advance to the next level, or seek a new job?	
What are your key transferable skills – those skills that are not just job-specific but that can be applied to work in many positions? For example: basic computer skills, negotiation skills, financial analysis.	
Do you think you are currently performing up to your potential? Why or why not?	

- Job Satisfaction -	
What is your overall level of satisfaction with your current position? Are you beginning to sense it's time for a change?	
What parts of your work would you like to continue doing, or do with more skill?	
What new work activities or positions would you like to try?	
- Career Goals and Next Steps -	
What would you like to be doing six to twelve months from now?	
What do you need to do to get there? For example: What types of projects would you need to work on? What type of experience would you need to acquire? What type of training would you need?	
What would you like to be doing three to five years from now?	
What do you need to do to get there? For example: What types of projects would you need to work on? What type of experience would you need to get? What type of training would you need?	

From the Harvard Manager Mentor, Developing Employees' Tools.