# 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.

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| ‑ Interests and Values ‑ | |
| What are your professional interests and values? For example, what types of projects do you enjoy? What motivates you? Do you strive for 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? |  |

From the Harvard Manager Mentor, Developing Employees’ Tools.