Sample email to direct reports

Name,

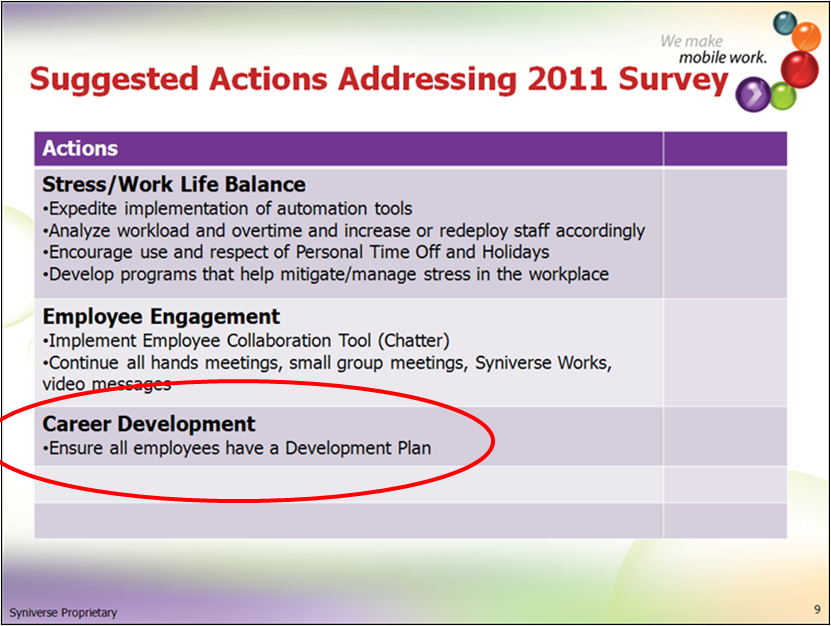
Below is an email that you can send to your individual contributor direct reports regarding 2012 Development plans. Feel free to edit.

Thanks.

John M.

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One of the actions stemming from the 2011 Employee Satisfaction survey and approved by Jeff Gordon’s executive team is to ensure that all employees have a Development plan for 2012.



Please insure that you have a development plan for yourself that you and I can discuss at a future time. A development plan is one development objective entered into the Success Factors application.

You can start by viewing the eLearnings mentioned at the bottom of this email, downloading the sample worksheets or reach out to John Menken directly, 813.637.5466, [john.menken@syniverse.com](mailto:john.menken@syniverse.com), for assistance. Please have development objectives entered into Success Factors As Soon As Possible so that discussions may take place at our next quarterly review discussion.

# Resources:

**SKR:**

Manager/Employee Worksheets, Sample Development plans and a list of Syniverse 2012 Competencies (which can sometime be a source of development)

<http://skrcollab.syniverse.com/gm/folder-1.11.115876>

**Geo Learning Resources:**

Holding a Development Discussion

<https://gm1.geolearning.com/geonext/syniverse/coursesummary.CourseCatalog.geo?id=22506129390>

The Necessity for Career Development

<https://gm1.geolearning.com/geonext/syniverse/coursesummary.CourseCatalog.geo?id=22506129391>

Employee Development in Success Factors

<https://gm1.geolearning.com/geonext/syniverse/coursesummary.CourseCatalog.geo?id=22506129389>

John Menken, 813.637.5466 or [john.menken@syniverse.com](mailto:john.menken@syniverse.com)