▶ Developing Yourself and Others

Development Action Planner

Name: _____ Manager: _____ Date: _____

▶ Part 1: Development Goal

Goal:

○ Strength
○ Growth Area

Group or organizational payoff:	Personal payoff:	Target completion date:

▶ Part 2: The Plan

Learning Acquisition Plan (if required)

How will you acquire the knowledge/skill/experience (e.g., on-the-job learning, coaching/mentoring, action learning, training, reading, etc.)?

Application Plan

How will you apply the knowledge/skill/experience in your role?

▶ Part 3: Support and Measurement Plan

What barriers/challenges do you expect?

What support/resources will you need?

How will you know you are making progress?

DDI®

Development Insights

▶ Part 4: The Results

Learning Acquisition Results

Did you learn what you set out to learn (knowledge/skill/experience)? Why/Why not?

Application Results

Did you achieve your development goal?   ○ Yes   ○ No   ○ Partially | Completion date:

How did you apply what you learned?

What were the personal and organizational payoffs?

PART 5: Insights from Your Development Efforts

Reflect on some of the following questions and write your comments below:

- What worked well? What didn't? Why?
- What was most unexpected, gratifying, or challenging in this development process?
- As a result of this development experience, what will you do differently in the future?
- What additional opportunities do you have to apply your new knowledge/skill/experience?
- What unplanned opportunities did you have to build knowledge/skill/experience? What were the results?