

Completing the Development Action Planner

This document provides instructions for completing a Development Action Planner. Before meeting with your manager, think through your answers to the questions on the form. When you're ready to discuss your development plan with your manager, take blank forms to your meeting so the two of you can discuss and collectively answer the questions. A best practice is to complete one form for a goal for which you will develop a strength and another for a growth area. After the meeting, fill in the forms completely and provide copies to your manager.

Part 1: Development Goal

Goal:

- Specify your knowledge, skill, or experience and add clarifying information as needed, such as specific key behaviors under a target competency. You may list more than one goal on this form only if the method of acquiring the knowledge, skill, or experience is the same and the application and measurement also are the same.

Group or organizational payoff:

- Indicate why your goal is important by explaining how it relates to the organization's strategic direction or to your group's goals.

Personal payoff:

- Explain how your development in this area will enhance your success in your current role and prepare you for future roles.

Target completion date:

- Set a desired date for completing your development in this knowledge, skill, or experience.

Part 2: The Plan

Learning Acquisition Plan (if required)

Note: This section is almost always needed. Most people require some coaching before taking on a new assignment.

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

- With your manager, identify the learning approach that is most appropriate for you. Choose methods that work best for your personal learning style.

Application Plan

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

- Define the first application in appropriate detail.

Part 3: Support and Measurement Plan

What barriers/challenges do you expect?

- Anticipate potential barriers and challenges to acquiring and applying your new knowledge, skill, or experience. It also is important that you and your manager discuss these potential barriers and challenges. Use those that have arisen in the past as a starting point.

What support/resources will you need?

- Make sure you have the time, budget, and people available to accomplish the agreed-to development action (e.g., attend a training program or participate on a task force).
- Discuss with your manager what support and resources you will need to apply what you have learned.

How will you know you are making progress?

- List the measures you and your manager agreed to for acquiring and applying new knowledge, skill, or experience.
- List the short-term measures (e.g., manager, peer, direct report observations) that will show how you are progressing.

Part 4: The Results

The questions on the second page of the form cover planned and unplanned development. Complete this section after you've received the outcome measures from your initial application.

Learning Acquisition Results

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

- Note whether the training or coaching occurred and if it was helpful. If possible, provide documentation of learning achieved, such as a certificate you received after completing a training program.

Application Results

Did you achieve your development goal? ☐ Yes ☐ No ☐ Partially Completion date: _____

- Indicate whether you achieved your goal and, if so, when. Sometimes the intended learning occurs as planned; sometimes it doesn't. Also, occasionally the development goal is only partially attained.

How did you apply what you learned?

- List the results of your initial application. Include the outcome measures that demonstrate your success.

What were the personal and organizational payoffs?

- Determine how you will benefit from applying your new knowledge/skill/experience. Include how you think the organization will benefit as well.

Part 5: Insights from Your Development Efforts

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

- Answer any of the following questions that pertain to your situation.

What worked well? What didn't? Why?

- Determine which aspects of your new knowledge/skill/experience you were able to leverage as planned. Include any aspects that didn't work out as well as you had hoped, along with the probable reasons why.

What was most unexpected, gratifying, or challenging in this development process?

- Describe any aspects of the development process that you found surprising, fulfilling, or difficult. If you were to undertake your development efforts again, what would you do the same or differently? What did you learn about how you develop best?

As a result of this development experience, what will you do differently in the future?

- Ask yourself how this development experience has changed the way you will approach your job or specific tasks.

What additional opportunities do you have to apply your new knowledge/skill/experience?

- Aside from your original intended use of the new knowledge/skill/experience, identify other areas where you would be able to use it.

What unplanned opportunities did you have to build knowledge/skill/experience?

What were the results?

- Think about any unforeseen chances to further develop the knowledge/skill/experience or to apply what you learned. What were they? What were your accomplishments?