STEPS | Record your Learning Path in the Development Measures

Using the **development measures** can help you create transparency, agree and follow-up with your manager on your **personal defined learning roadmap**.
The **Development Measures** that you entered in the STEPS tool can either support your **target achievements (Targets & Behaviors)** or **personal development (Career Projection).**
In order to implement the measures, align them with your manager and continuously review them throughout the FY.

Adding a Development Measure

STEPS Tool

Add Development Measure

Fields marked with * are required.

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* Development measure description:

Start Date:	10/01/2019
Due Date:	09/30/2020
Status:	Not Started

Describe the development measure, as specific as possible, mention possible formats and existing trainings

Define the period in which the Dev. Measure should take place

Track status of the Dev. Measure, e.g. not started, completed, cancelled,…
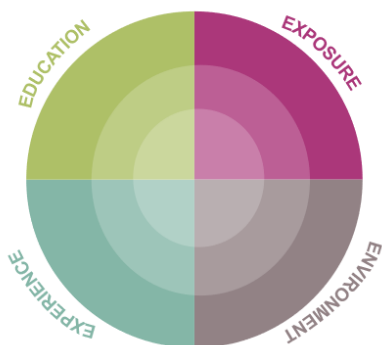
+ Add New Learning Activity

Assign/ Enroll

After creating the Development Measure: You can use **"Add Learning activity"** to link the Development Measure to an existing training in SuccessFactors, e.g. a f2f training as an ILEP, a learning program, or similar

What qualifies as a Development Measure?

Anything that supports your development according to the 4E philosophy:

- **Education:** F2F trainings, LinkedIn learning, formal learning
- **Experience:** Learning that occurs through performing professional tasks (e.g. learning on the job, assignments abroad)
- **Exposure**: Learning that occurs through interaction and relationships (e.g. mentoring, coaching)
- **Environment:** Point-of-need learning that leverages tools, systems, and other infrastructures in the workplace (e.g. SuccessFactors)

Guiding questions for Development Measures

- What would you like to learn? What would you like to improve/ change and why?
- How does that support you in your daily job or your future development (e.g. to realize your Career Projection(s))?
- Which formats could you think of and would fit your learning goal? (LinkedIn learning, networking,…)

Any questions about STEPS?
Goto/MyHR