

# Development Plan

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## **Thank You**

Thank you for taking part in this vital development initiative. This worksheet is intended to help you get the most out of the results of your assessment. You will be asked questions to help stimulate the process. You want to complete this worksheet to the best of your ability and bring it to your manager. This information will be invaluable in helping your manager to guide and assist you in achieving your goals.

## **Set a Time to Meet in Advance**

It's important that the time and place for your meeting with your manager allows for an uninterrupted exchange of ideas in an environment that promotes open communication. Make sure the time is set and agreed upon by both you and your supervisor. Keep the set time and arrive prepared. Discussions around your career and personal development are important. Let your actions reflect that.

This meeting should be approximately an hour, but no more than two. This prevents you from being rushed and allows ample time for conversation without being emotionally or intellectually draining for either person. A pre-set agenda should be established for the meeting so that both of you know what is expected.

Complete as much of the following worksheets as possible before the meeting.

## **Your Role**

To begin, you need to put yourself in the right frame of mind and come prepared to have open minded discussions. You have the primary role in this process. You are responsible for your own performance and development. The ultimate responsibility for success lies with you. You must take an active role by using this information as a resource to construct a meaningful approach to self-development and improved performance.

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**Worksheet Begins Next Page**



Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 1

The following questions are meant to collect your thoughts about the assessment results. There are no right or wrong answers to these questions. Remember, you cannot pass or fail your personality.

» In what ways did you agree with the assessment results?

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» Are there any areas in which you are still uncertain?

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## Section 2

At times, change can seem overwhelming, but the following M-L-B approach provides simple, straightforward steps toward growth and change. When reading this report think about how to apply these concepts to improve your performance on the job.

**M** = DO MORE. Identify what you already do well and encourage yourself to do **MORE** of these items.

**L** = DO LESS. As you utilize the information from your report and this worksheet, you may recognize behaviors that bring about negative results. This is an indication of something you should do **LESS** of.

**B** = BEGIN DOING. Begin doing things that will increase your performance on the job. While reading your report, identify those behaviors that were suggested to **BEGIN** doing. These actions can have a positive impact on performance and improved effectiveness.



## EXAMPLE - BEGIN

Put together a daily schedule or to-do list to keep all of your tasks organized and up-to-date



### Obstacles

Getting into the day without making a  
schedule, then wind up halfway through day with no plan



### Resolutions

Have a ten-minute "warm-up" at the  
beginning of every day to get a clear head



## Activity - MORE



### Obstacles

\_\_\_\_\_



### Resolutions

\_\_\_\_\_



## Activity - LESS



### Obstacles

\_\_\_\_\_



### Resolutions

\_\_\_\_\_



## Activity - BEGIN



### Obstacles

\_\_\_\_\_



### Resolutions

\_\_\_\_\_

## What's Next: Creating a Personal Development Plan

A Personal Development Plan (PDP) is an individually tailored document that describes objectives and activities for development. PDPs work by helping you and your supervisor clarify things that are important and create a plan to achieve them. Activities that provide the opportunity to learn and apply the knowledge and skills identified in your debrief session and in this worksheet are also included.

### Developing a Solid PDP

» **Commitment & Goal Setting** – Start with the end in mind and commit to the process. Personal development will bring about improvement, and improvement takes change, which may require action that is not always comfortable. Commit to looking at the larger picture—a picture that includes the perceptions of others. Commit to taking the steps necessary to reach your own goals.

Set realistic goals using the SMART approach for goal setting. Make your goals **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**imely. Using the SMART method will allow you to make the quickest impact on your job performance. Leverage this workbook to help you achieve your performance goals.

» **Define Your Activities** – Development activities should have an on-the-job focus rather than just classroom or reading. 70% of the activities identified should be focused on behavior change in regular work or special projects, 20% on getting feedback or coaching from others, and only 10% on formalized learning or reading.

Select and define the correct activities to achieve your goals.

Activities should:

- Be stated in behavioral terms
- Focus on affecting change for a specific attribute
- Clearly indicate where and when action will be taken

Examples of activities are:

- Availing yourself to meaningful challenges, such as introspective exercises, or taking on a challenging assignment within your current job.
- Learning from someone else (your manager, coach, a subject matter expert, or role model).
- Helping yourself by helping others: teaching, mentoring, helping, or supporting others.
- Learning more about a topic or about yourself: Taking a course, reading up on the subject, or seeking feedback from others.

**70%** → Behavioral change in work & special projects

**20%** → Receiving feedback or coaching

**10%** → Formalized learning or reading

Plan to focus on no more than two behaviors where improvement is needed and one behavior that is an area of strength. Having a concentrated focus will enable you to achieve meaningful change.

» **Timeline** – Complete your PDP by setting dates for significant milestones. Formulate a realistic schedule for your milestones and action items. Each item should have a date attached to it for completion. Setting dates creates ongoing motivation, as well as providing a way to track your progress.