

# Personal Development

# Presentation Contents

- What do we mean by Personal Development?
- What is the process for doing this activity?
- How does PD relate to PAR?
- What are the steps and tools to create a PDP (Personal Development Plan)?
- How do I get started and who can assist?
- Q/A session

# Overview and Process Flow

## **What are Personal Development Discussions?**

- An Opportunity for Manager and Employee to...
  - ✓ Focus on the individual's development.
  - ✓ Review competencies and skills used in current position.
  - ✓ Discuss strengths/development needs.
  - ✓ Identify career development plans.
  - ✓ Discuss career aspirations/options.
  - ✓ Gain employee input into career planning process.
  - ✓ Provide open and candid feedback.



# The Personal Development Process

I. Preparation

II. The Personal Development Discussion.

III. Effective Follow- Up.

# Performance Management and Personal Development Plan

- **PAR is:**

- Setting goals for the shorter term.
- Focused on current assignment.
- Sometimes project based.
- Fluid and structured at the same time.
- Time based.

- **Personal Development Plan is:**

- Setting goals for the long term.
- Focus on future assignments and today's job as well.
- Can be achieved through many types of activities.
- Fluid and not very structured (organic, like mentoring).
- The logical next step after PAR, the first time.
- The big picture tool for future PAR's.

# I. Preparation

- **Manager and employee meet to:**  
Discuss Development Process.  
Schedule Meeting.
- **Employee**  
Completes Employee Profile Development Plan Worksheet and Personal Interests and Goals Part- 1 & 2 (slides 8 &9)
- **Manager and employee independently complete Personal Development Plan Worksheet Part 3 (Slide 10)**
- **BOTH:**  
Review Competencies and skills used in current position.  
Assess the employee's strengths and development needs.  
Think about Personal Development.  
Identify Potential development strategies.

# II. Development Discussion

## Step:

## Activity:

1. **Open Meeting**  
(*manager*)

- Define steps in process.
- Emphasize joint partnership.

2. **Review Strengths and development needs.**  
(*manager & employee*)

- Review Employee Profile – **Part 1** and Development Plan Worksheet – **Part 2**  
***Employee begins/ manager responds.***
- First discuss strengths.
- Then discuss development needs.
- Support assessment with job related examples.
- Reach agreement, if possible/agree to disagree, if necessary.

3. **Discuss career interests and goals.**  
(*manager & employee*).

- Personal Interests and Goals Worksheet – **Part 3**  
***Employee begins/manager responds***
- Discuss information provided by employee.

4. **Development Planning**  
(*manager & employee*)

- Jointly develop Personal Development Plan focusing on Action Plans for skill/ competency development which:
- Provides opportunities for growth/ stretch.
- Emphasizes on-the-job activities/ career development in enhanced by development in the current job and lateral assignments as well as promotional opportunities.
- Ties into performance objectives.
- Defines Next Steps and Timetable.
- Summarize top 3 strength/need area actions.

5. **Close Meeting**  
(*manager*)

- Emphasize mutual commitment.
- Underscore ongoing progress & Formalize follow- up.

# III. Effective Follow - Up

- ✓ **Review Quarterly**  
*Manager & employee*
- ✓ **Reinforce Progress**  
*Manager*
- ✓ **Use On-Going Projects and Assignments for Development**  
*Manager & employee*
- ✓ **Continue to use Development Strategies**  
*Manager*
- ✓ **Coach and Counsel**  
*Manager*



# Personal Development Plan Worksheet – Part 1

## Employee Profile: *(to be filled by the employee)*

Employee Name (Last, First)	
Current Position	
Hire Date (current position)	

### Work Experience (Most Recent first)

Dates	Group	Title/Role

### Work Experience continued (Most Recent first)

Dates	Department	Title/ Role

### Education (Highest level achieved first)

Institution	Years	Degree	Area of Study

# Personal Development Plan Worksheet – Part 2

## Strengths and Development Needs

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Manager Name: \_\_\_\_\_ Dept: \_\_\_\_\_

*Directions: This worksheet is intended to assist you and your manager identify your strengths and development needs.*

- Review the Personal Development Guide Section on “Preparation”.
- Review attached definitions of skills/ competencies listed below.
- Check those you consider to be current strengths (S) and those you consider to be development needs (N).
- Check neither if a particular skill/competency does not appear to be clear strength or need.
- Prioritize the top three to four strengths and development needs – list in section C.

	(S)	(N)
Leadership		
Change Management		
Human Resource Management		
Decision Making		
Fisical Responsibility		
Staff Development		
Negotiation		
Teamwork		
Reliability		

	(S)	(N)
Initiative		
Creativity/ Innovation		
Quality		
Problem Solving		
Relational Competency		
Adaptability		
Customer Service		
Communication		
Accountability		

### Key Definitions:

**Strengths:**  
 Key skills/ competencies exhibited by the employee resulting in strong performance.  
 Key skills/ competencies which should be utilized in the future.

**Development Needs**  
 Skills/ competencies used in current position that can be further refined to maximize employee's performance.  
 Skills/competencies that can be developed in preparation for future position.

### D. Strengths and Development Needs

Strengths

- 1.
- 2.
- 3.
- 4.

Development Needs:

- 1.
- 2.
- 3.
- 4.

## Personal Development Plan Worksheet – Part 3 Personal Interests and Goals

*The information bellow should be completed by the employee and discussed with the manager in their Personal Development Discussion.*

- A. Describe your career interests/ goals over the short-term (1- 2 years). Please be as specific as possible.
- B. Describe your career interests/ goals over the long term ( 3 + years). Please be as specific as possible.
- C. List any skills, knowledge or competencies that you currently have which you feel will help you achieve the career interests/goals described above.
- D. List any skills, knowledge or competencies which you would like to develop to enhance your chances for success in achieving the interests/career goals listed above.
- E. What have you done over the last year to prepare for your stated career interests? What additional development do you need to prepare for your stated career interests/ goals? Indicate internal or external programs, in position development, coaching, mentors, projects, or other resources which you believe will help you develop the skills, knowledge, and attributes listed in “D” above.
- F. Are you willing to relocate? Yes [  ] No [  ] If so, indicate any geographic restrictions or preferences.
- G. Indicate any foreign language proficiency (read, speak, write).
- H. Do you have a mentor? If yes, please provide name.
- I. Is there any additional information you would like to provide?

# Personal Development Plan – Part 4 - A

## Personal Development Plan(PDP) Summary Top 3 areas – Refer to PDP detail next slide

*Provide strategies to build on strengths and to improve needs.*

1. Strength/ Need: **Improve my ability to develop people** \_\_\_\_\_

- **Action/ Plan:** Talk to individuals to get feedback.
  - Read article how to give feedback. Role Play.
  - Find and use a framework . Practice.
- Have employee discussions using framework and apply new**

2. Strength/ Need: \_\_\_\_\_  
**Action/ Plan:** \_\_\_\_\_

3. Strength/ Need: \_\_\_\_\_  
**Action/ Plan:** \_\_\_\_\_

**Next Steps:** \_\_\_\_\_

**Time table:** \_\_\_\_\_

- **Reviewed on:** \_\_\_\_\_
- **Employee Signature:** \_\_\_\_\_
- **Manager Signature:** \_\_\_\_\_

*\* It is recommended that employees schedule a meeting with their manager on a semi-annual basis to update the Personal Development Plan.*

## Personal Development Plan – Part 4 - B

Development Goals & Specific Behaviors Success Criteria	Role/ Competence	Development Options/ actions for Knowledge/ Skills/ & Behaviors	What will you do & Resources Needed?	What will be the measure of Success?	By when	Follow Up Result
<i>Key People Who must be Involved/ Support the Plan – Manager, Mentor and others</i>						
<i>Benefits of Successfully Developing this Area to me?</i>						
<i>To Others?</i>						

## Personal Development Plan – Part 4 – B (Example)

Development Goals & Specific Behaviors Success Criteria	Role/ Competence	Development Options/ actions for Knowledge/ Skills/ & Behaviors	What will you do & Resources Needed?	What will be the measure of Success?	By when	Follow Up Result
Improve my ability to develop people	Staff Development	Talk to individual to get feedback. Read article how to give feedback. Role Play. Find and use a Framework. Have discussions with team.	My team Supervisor HR	Development of skills and knowledge of team		
<i>Key People Who must be Involved/ Support the Plan – Manager, Mentor and others</i>			My supervisor, Team My Mentor and manager			
<i>Benefits of Successfully Developing this Area to me?</i>			I become a more effective Manager.			
<i>To Others?</i>			Improved motivation, staff retention.			