

Development Plans That Matter

This tool offers you tips for improving your personal development plan

Do you have a documented development plan from the last 12 months? YES NO

If YES, please answer the questions below.

Directions:

Please indicate whether or not the following statements describe your Personal Development Plan

- My development plan will help me develop my skills and help forward the organization's mission at exactly the same time. YES NO
- Most of the developmental actions I have listed are linked to my organization in the coming year.
 YES NO
What percentage of the development actions is through formal classes/training? _____%
What percentage of the development actions is occurring in your organization? _____%
- I am developing skills that will allow me to pursue my calling in life. YES NO

THE TOP SIX CAPABILITIES I AM TRYING TO DEVELOP ARE:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

- My plan will challenge and push me to the edge of my comfort zone in the areas that I have targeted for development. YES NO
- I get excited when I look at my development plan for the coming year. YES NO
If no, how would you change your development plan to make it exciting?

- My plan focuses more energy on developing my strengths than on overcoming my weaknesses.
 YES NO
What percentage of your development activities focus on improving your strengths? _____%
What percentage of your development activities focus on your weaknesses? _____%

- I feel I am making a difference by paying attention to others, developing leaders, or investing in others.
 YES NO

- For each developmental goal, I have included specific steps and a timeline to gauge whether it has been met.
 YES NO

- I have identified milestones throughout the year to ensure that I am on track.
 YES NO

The **top three** contributions I want to make in this organization are:

1. _____
2. _____
3. _____

The people I have identified (or plan to ask) are:

1. _____
2. _____

Development Conversations That Matter

This tool offers you tips for improving your personal development conversations

I have had development conversations with my supervisor/mentor in the last 12 months? YES NO

If YES, please answer the questions below.

Directions:

Please indicate whether or not the following statements describe your development conversations with your supervisor/mentor.

- My supervisor/mentor and I have both worked independently on my development plan. YES NO
- We discuss the org's mission and vision and how I can contribute. YES NO
- Conversations begin with my draft of my development plan.
(not my supervisor's/mentor's draft) YES NO
- I do most of the talking (not my supervisor/mentor). YES NO
- We discuss how I can develop my personal strengths. YES NO
- We discuss my areas of weakness in the conversations. YES NO
- The conversation is candid, honest, and we do not avoid the tough issues. YES NO
- We discuss how I can use upcoming projects or outreaches to improve my overall leadership skills. YES NO
- The developmental activities listed benefit both me and the org's mission. YES NO
- We discuss both short-term and long-term development goals. YES NO
- We identify ways to keep track of each development goal. YES NO
- We schedule follow-up meetings to review my plan. YES NO
- I will be more equipped for my role if I accomplish these developmental activities. YES NO
- The primary responsibility for development is left with me. YES NO
- My supervisor/mentor is committed to my development. YES NO

WHAT'S BEEN MOST USEFUL IN THESE DEVELOPMENTAL CONVERSATIONS?

WHAT CAN YOU DO TO MAKE THESE CONVERSATIONS EVEN MORE VALUABLE?
