

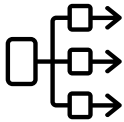
# DEVELOPMENT PLAN

Help team members systematically create a personal development plan.

## THE VALUE OF THIS TOOL



Helps team members stay motivated in their work and continue progressing professionally



A practical framework to map out growth initiatives



It becomes the foundation for accountability



Helps the individual keep track of their progress

## USE THIS TOOL WHEN

1

Someone wants to learn and grow personally or professionally

2

A manager wants to encourage their team members to grow and keep them accountable

3

A team member doesn't have a clear career pathway

4

Team members are not developing as much as they could

5

The learning and growth culture within the team is lacking

## THE PROCESS

### STEP 1

#### Understand the **T\_GROW framework**

- Use this simple coaching framework (detailed on the next page) to develop a practical, reasonable process for sustaining development and growth.

### STEP 2

#### **One-on-one** conversations

- The manager and team member should have one-on-one conversations to discuss any discoveries and outcomes from following the T\_GROW framework.

### STEP 3

#### Complete the **development plan template**

- Complete this template for a clear roadmap to growth.

DEVELOPMENT PLAN	NOTES
<p><b>T_opic</b> The broad development area</p>	Growing in exposure and skills to assist the organisation in strategic decision-making.
<p><b>G_oal</b> Realistic goals in the development area</p>	Lead or co-lead a significant project within the organisation.
<p><b>R_eality</b> The organisational constraints</p>	There are 4 upcoming projects that still need to be assigned a lead
<p><b>O_ptions</b> Practical avenues for growth</p>	Applying to lead one of the upcoming projects, even if this means doing some work in another department. Exposure in sitting in on project pipeline exploration meetings.
<p><b>W_ay forward</b> Commitments &amp; accountability</p>	See the Achieving Milestones tool for assistance in setting goals.

## THE T\_GROW FRAMEWORK



### T TOPIC

**Identify the primary area of interest.** The manager should ask open-ended questions and listen deeply to better understand the employee's interest and ideal direction of growth.

### G GOAL

**Formulate goals in the desired course of growth.** The manager should help the person clarify reasonable goals and outcomes that aren't tied to positional titles.

### R REALITY

**Identify possible constraints.** What are the organisational constraints that limit the person achieving their goals? Use this time to clarify goals and direction of growth if necessary.

### O OPTIONS

**Ideas, actions and solutions to achieve the goal.** Keeping the realities identified in mind, create a list of potential options for growth. Put anything on the table here that fits the constraints defined above.

### W WAY FORWARD

**Commitment and accountability.** Review the list of options and build a plan. The manager should clarify what their commitment will be. The person should build an accountability structure to support them in this process.