

Developing a Development Plan

The most productive performance dialogue sessions look forward as well as back over the past year. All performance dialogues should include a development plan. A development plan is the result of self-assessment, dialogue between supervisor and staff, and identified business need.

A development plan should include:

- Identified specific goal
- Reason for the goal
- Action steps
- Timeline
- Resources needed
- Measurement for success

The following steps can help you develop this plan:

1. *Analyze Your Needs.*

The first step in analyzing your needs is to do a self-assessment of your interests, preferences, values, and skills. You should also look at the Staff Skills for Success and choose one or more you would like to develop.

After you have assessed these categories, you should have an idea of the skills you want to improve to be effective on the job. If you need help, you can contact Career Services at 254-6400.

2. *Talk with Your Supervisor.*

As you review your needs, think about your current position and the positions to which you aspire. Talk with your supervisor and decide on the goals that are the best fit for you, your supervisor, and the organization. Your supervisor should be able to pinpoint the needs of your position, your strengths and weaknesses, and then help you apply your new knowledge back on the job.

3. *Look into Courses, Workshops, or Other Resources to Help Your Development.*

If you need further training, you will need to find ways of obtaining it within both your department's needs and budget and within your own personal and family needs. This step can be challenging, but there are many options-including SkillSoft, TC3, Cornell, professional organizations, etc.-to choose from.

4. *Find Ways to Measure Your Success.*

This is the most important step. In order to develop a skill or improve your competency in a certain area, you have to practice what you have learned and have an opportunity to build your competence. Talk with your supervisor about the skills you have acquired and about the ways in which those skills have enhanced your job performance and can be used to help you grow in the future.
