



## DEVELOPMENT PLANNING MANAGER WORKSHEET

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Review the questions below and provide a brief response.

1. What do you see as this employee's strengths?
  
2. What specific skills do you want this employee to strengthen?
  
3. Are there some specific challenges that would be good for this employee to experience at work? If so, what are they?
  
4. What would be an appropriate next job for this employee? Why? In what time period? Does their performance review rating support this move?
  
5. Who is a mentor or role model for this employee? Why?
  
6. Identify the employee's strengths in each of the following three areas:
  - Functional/Technical Skills
  
  - Business Competencies (Drive for Results, Business Acumen, Decision Making, etc.)
  
  - People Competencies (Teamwork, Conflict Resolution, Developing Others, etc.)



7. From the strengths you identified above, what are the three greatest strengths overall?
  
8. Think about the “next job” you identified in question 4, above. How will these three strengths help the employee prepare for that job?
  
9. What additional skills does the employee need to develop in order to prepare for that job? How might those skills be developed?
  
10. Considering the employee’s current skills, competencies, and behaviors, what does he/she need to change the most in order to prepare for that job?