



DEVELOPMENT PLANNING EMPLOYEE WORKSHEET

Name: _____ Date: _____

Review the questions below and provide a brief response.

1. What do you enjoy most about your job?
2. What do you see as your strengths?
3. What kind of activities/skills do you pick up quickly?
4. What specific skills do you want to strengthen?
5. Are there some specific challenges you want to experience at work? If so, what are they?
6. What would be the perfect job for you? Why? In what time period? What is your plan for getting there?
7. What's the best praise you have received? What made it so good?
8. How do you like to be recognized/rewarded?
9. Who is someone who is a mentor or role model for you? Why?



10. How do you learn best? Describe a time when you learned something challenging. What contributed to your learning?

11. What are you learning about at the moment? What support would you like in this area?

12. Identify your 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.)

13. From the strengths you identified above, what are your three greatest strengths overall?

14. Think about the “perfect job” you identified in question 6, above. How will these three strengths help you prepare for that job?

15. What additional skills do you need to develop in order to prepare for that job? How might you develop those skills?

16. Considering your current skills, competencies, and behaviors, what do you need to change the most in order to prepare for that job?