

# Development Planning Conversation Guide for team members

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Ongoing development is important both for your personal growth and the success of your organization.

**PURPOSE:** The two main types of development planning discussion are:

Development to achieve your current goals

Development to build your longer-term career

**HOW LONG:** Approx. 20 to 30 minutes

**HOW OFTEN:** When setting goals and as required

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## Development to achieve current goals

- Identify your priorities over the next six to twelve months. These may be to close a gap or build a strength.
- Put development goals in order of priority.
- Identify what success looks like.
- Confirm any timelines and milestones.
- Plan the resources you will need.
- Plan how to avoid risks.

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## Questions to consider

*What additional skills, experience, or other learning do you need to achieve your goals?*

*Which of these is the most important?*

*What outcome are you aiming at?*

*When do you expect to achieve this?*

*What support do you need?*

*What roadblocks might you need to avoid?*

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## Development to build career direction

- Explain how far ahead you prefer to focus.
- Consider what matters most to you.
- Think through what action will help you and your organization. This may be to broaden your experience or to focus on a specific area.
- Plan one to two actions over the coming year.
- Ask your manager about relevant career paths in your organization. This will help you to understand how to build your capabilities.

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## Questions to consider

*What drives your decisions around your career?*

*Where are you hoping your job could lead?*

*What actions would help you to develop a wider skillset, or give you experiences that will build towards your career goal?*

*What do you see as your next step?*

*Which roles appeal to you?*

*Not all requests can be met, especially when budgets are tight. Be ready to explore alternatives that work for both you and your organization.*