

Development Planning Conversation Guide for team members

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

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

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.

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?

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 organisation. 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 organisation. This will help you to understand how to build your capabilities.

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 organisation.