

HOW TO PREPARE FOR SUPERVISORY CONVERSATIONS

INFORMATION FOR STAFF

PREPARING TO CREATE A DEVELOPMENT GOAL & PLAN

A development goal, as opposed to a performance goal, is learning-oriented. Please take this opportunity to prepare for a conversation with your supervisor to identify a specific growth goal and co-create a plan to achieve it.

When creating a Development Goal, the most important questions to answer are:

- What area of growth most interests me?
- How will I know that growth has occurred by the end of the year?

When creating a Development Plan, research shows that three elements are crucial for the plan to succeed:

- An On-the-Job Opportunity to Learn – either by gaining experience or engaging in a new challenge or stretch assignment.
- A Developmental Relationship – a connection you form in the workplace or with a mentor or coach who teaches, guides or shows you how to do something.
- Training – a source of input to learn such as classes, books, webinars, podcasts, etc.

Use the questions and steps below to prepare for a development goal conversation:

1. Recall any thoughts or reflections you have done about your career hopes.
2. What skills, knowledge, or growth might you need three years from now for that hope to be on track? one year from now?
3. Choose ONE area of growth that you could pursue THIS year.
4. Where in your current job are there opportunities for you to learn and develop in this area?
5. Who might be a helpful mentor or coach?
6. What source(s) of learning or input are you considering?
7. Write down any thoughts or ideas and discuss the goal and plan with your supervisor.