# Employee Development

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In this session you will learn:

- What is an Employee Career Development and why it's important?

- What are the main Career Development principles?

- Getting started – Employee Development conversation and planning

# Introduction

# DID YOU KNOW?

Top of the reasons given by employees for leaving job is a lack of career development opportunities.

# POSITIVE CAREER DEVELOPMENT

EMPLOYEES' SATISFACTION, MOTIVATION & PRODUCTIVITY

IMPROVEMENT OF ORGANIZATIONAL PERFORMANCE

ATTRACTION & RETENTION OF TOP TALENTS

ENSURE READINESS FOR EVOLVING TECHNOLOGIES & BUSINESS CHALLENGES

GROWTH OF SKILLS & EXPERIENCE TO MEET BUSINESS NEEDS

# DEVELOPMENT IS...

Career Development isn't only about changing position or getting promoted. Placing more emphasis on accommodating staff's professional growth. Creating opportunities for career advancement and recognizing employees' efforts can significantly improve employee engagement and retention.

# Principles

# DEVELOPMENT PRINCIPLES

Partner with employees on defining a development path according to individual desires, development opportunities & business needs

Development is a continuous process

Support "on the Job" development

Provide ongoing guidance, coaching & feedback

# TOP MODEL

**SUCCESSFUL CAREER DEVELOPMENT PLANNING CREATES A MATCH BETWEEN ORGANIZATIONAL & INDIVIDUAL EMPLOYEE GOALS.**

## ORGANIZATION

## TALENTS

## PASSIONS

Key Deliverables needed from the individual:

- Tactical execution
- Future capability
- Innovation
- Strategic planning

- Work Preferences
- Values
- Interest

- Skills
- Knowledge
- Strengths

# AS A MANAGER, YOU CAN
# HELP YOUR EMPLOYEES SUCCEED:

- Connect their talents, passions and goals with current and future organizational needs

- Support the need for time for employees to develop current skills and learn new ones

- Provide funding for learning and development (books, conferences, training, etc.) – budget permitting

- Introduce employees to other people who have relevant expertise (mentors, coaches, networks, etc.)

- Incorporate each employee's development goals into ongoing work assignments

- Consider potential delegation opportunities for further development
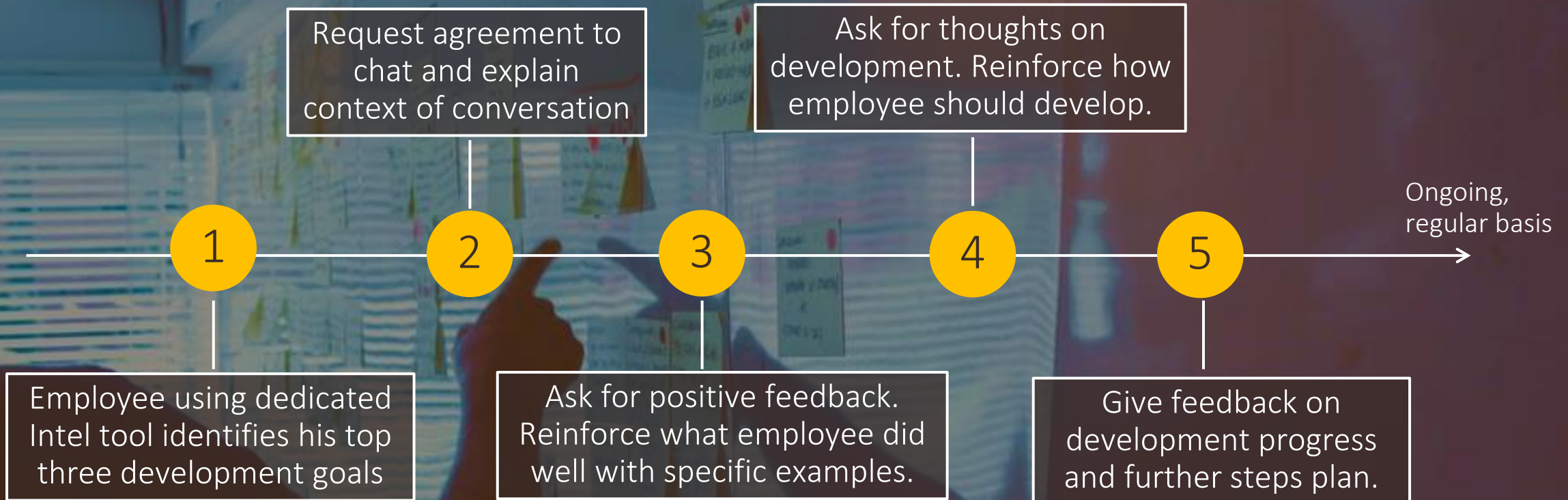
Get Started

# EMPLOYEE DEVELOPMENT CONVERSATION

Employee development conversation is a practice of an ongoing (regular basis) conversation, expectation and direction setting, evaluation, correction and recognition of employee growth performance. It is not a feedback conversation.

See Active Listening guidance

# EMPLOYEE DEVELOPMENT CONVERSATION FLOW

Request agreement to chat and explain context of conversation

Ask for thoughts on development. Reinforce how employee should develop.

Ongoing, regular basis

**1** **2** **3** **4** **5**

Employee using dedicated Intel tool identifies his top three development goals

Ask for positive feedback. Reinforce what employee did well with specific examples.

Give feedback on development progress and further steps plan.

**2**

Request agreement to chat and explain context of conversation.

o   I would like to talk to you about how you are doing on defining and/or executing your growth goals.

o   Last time we talked about your development in this way...

o   I would like to discuss how you have been able to refine and/or progress on your goals...

o   I've been thinking about your goals as well...

o   Is now a good time?

**3**

Ask for positive feedback. Reinforce what employee did well with specific examples.

o   I'm glad you have spent some time thinking about and/or working on your goals.

o   What is going well with that so far?

o   What else is going well?

**4**

Ask for thoughts on development. Reinforce how employee should develop.

o    What growth opportunities excite you the most?

o    What learning and innovations are you proud of? Why?

o    What challenges have you had with defining or executing your development goals?

o    What help can I provide to best support you?

**5**

Give feedback on development progress and further steps plan.

- o   Give feedback on development progress you have observed.

- o   Mirror reality and connect back to organizational needs.

- o   Offer help (resources) and connections

# References

Find development resources - http://goto/BeMore