

Individual Work and Development Plan | Initial Planning Session Guide

Step 1 – Identifying Work Objectives



Specific
Measurable
Achievable
Relevant
Time-Bound

Step 2 – Holding Competencies and Values Discussion

You have determined **“WHAT”** you are expected to complete; it is now time to determine **“HOW”** to achieve your work objectives.

Competencies are knowledge, skills, and personal attributes, behavioral and technical, which enable the employee to be successful and to grow professionally.

Use assistance of the **Leadership and Management Competencies, In-Scope Competencies** or other preferred resources to complete the table of strengths and opportunities for development.

Employee

- 1 • Self-assess own strengths to draw upon and opportunities for development
- 2 • Fill in the template and submit it to your supervisor

Supervisor

- 1 • Review employee's self-assessment
- 2 • Provide your suggested changes to employee's listings and discuss them at the meeting

Step 3 – Holding Career Discussion

Career discussion is a conversation between an employee and the supervisor to support the employee in professional growth and development of career goals. While it does not always result in a specific action plan, career discussion is a great stage-setter for the employee to grow in a current role (if required), as well as to navigate the employee in their career path. Employees and supervisors may have a number of career discussions over a period of time. Career discussions are for development purposes only and do not guarantee career advancement.

Employee

- 1 • Determine a realistic career goal and a timeline to achieve it
- 2 • Fill in the template and submit it to your supervisor
- 3 • Be open to the feedback on your desired career goal

Supervisor

- 1 • Consider employee's strengths and career goal
- 2 • Determine a potential career path and a timeline to achieve it
- 3 • Present your suggestions to the employee at the meeting and discuss a course of action

At the Meeting

Confirm if the listing of strengths and opportunities for development listed in Step 2 support the employee in moving toward their career goal and make additions to the development opportunities as needed

Step 4 – Selection of and Building on Development Objectives

You should now have a comprehensive list of the development opportunities identified through your competencies, values and career discussions. They are to support you in your professional growth and move you toward your career goal. Choose 3 to 5 competencies you will focus on developing this year. Then identify if they are to be built in your current role, built for your career goal, for both, or if you will draw upon your chosen strengths.

Every competency you choose will compliment your growth in Our Commitment to Excellence; you should be able to align every competency to one of the Core Values. For example, "builds shared meaning" aligns to the "Respect and Integrity" value; "knowledge of human resource management practices" - to "Serving Citizens" or "Excellence and Innovation".

To plan activities for this year's development objectives consider:

