

Conducting the Development Conversation

Conducting the Development Discussion	Questions for the Employee	Notes
<p>AGENDA SETTING</p> <ul style="list-style-type: none"> Clarify the agenda for the meeting 	<ul style="list-style-type: none"> <i>What are your goals for the meeting?</i> <i>What would you hope to accomplish in this development discussion?</i> 	
<p>EMPLOYEE CAREER PERSPECTIVE</p> <ul style="list-style-type: none"> Explore individual's overall expectations about career growth, both short and long- term Explore multiple development options including enrichment in current job, lateral moves in or outside department, etc. Test your own assumptions about the employee's interests 	<ul style="list-style-type: none"> <i>What are some important career and professional development issues for you now?</i> <i>What are your short and long-term expectations about career growth?</i> <i>What is important to you in terms of work?</i> <i>How are you defining "success"?</i> 	
<p>RICE CONTEXT</p> <ul style="list-style-type: none"> Discuss the department and structure Review possible opportunities in the future 	<ul style="list-style-type: none"> <i>What are some department or Rice challenges and opportunities that could impact your professional development?</i> 	
<p>STRENGTHS TO LEVERAGE</p> <ul style="list-style-type: none"> Emphasize that leveraging strengths is just as important in development planning as identifying growth areas Provide your feedback about how has the individual contributed to the goals of the department Discuss significant strengths that can be further utilized & ask for employee's perspective Discuss projects, assignments, committees, job roles that would capitalize on these strengths 	<ul style="list-style-type: none"> <i>In what ways do you think you have contributed to the goals and objectives of the department/university?</i> <i>What are some examples of success?</i> <i>How would you describe your strengths?</i> <i>Which strengths would you like to further leverage?</i> 	<p>Resource: Talents Inquiry & Strengths Scan Under Career & Self Assessment</p>

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<p>DEVELOPMENT NEEDS</p> <ul style="list-style-type: none"> • Discuss development needs • Identify the skills, knowledge, or attributes that need development? • Ask for employee's perspective and provide feedback • Ask for reaction and clarification 	<ul style="list-style-type: none"> • <i>Where do you see growth opportunities?</i> • <i>What do you consider some of your development needs?</i> <ul style="list-style-type: none"> - <i>New knowledge needed?</i> - <i>Exposure to different functions?</i> - <i>Skills to learn?</i> - <i>Personal style to modify?</i> 	<p>Consider doing a Training Needs Analysis</p> <p>(work with Organizational & Professional Development)</p>
<p>DEVELOPMENT ASSIGNMENTS</p> <ul style="list-style-type: none"> • Brainstorm potential development assignments, projects, etc. that would encourage the development of needed skills and competencies 	<ul style="list-style-type: none"> • <i>What work experiences will help you develop?</i> 	<p>Visit OPD website</p> <ul style="list-style-type: none"> • Competency-Focused Development page <p>Resource:</p> <ul style="list-style-type: none"> • Developing Staff At Rice
<p>TRAINING, COURSES & SEMINARS</p> <ul style="list-style-type: none"> • Discuss learning needs that can be served through taking reading, training, courses, seminars, or attending conferences 	<ul style="list-style-type: none"> • <i>Which learning needs can be addressed by reading, taking courses, seminars, or attending conferences?</i> 	<p>Review training calendar at training.rice.edu</p>
<p>DEVELOPMENT RELATIONSHIPS (coaching, mentoring, etc.)</p> <ul style="list-style-type: none"> • Identify opportunities to work with individuals who are strong in a particular skill 	<ul style="list-style-type: none"> • <i>From whom might you learn new skills and acquire knowledge?</i> • <i>With whom would you like to work?</i> 	<p>Resource:</p> <ul style="list-style-type: none"> • Identifying a Coach or Mentor under Planning

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<p>DEVELOPMENT PLAN IMPLEMENTATION</p> <ul style="list-style-type: none">• Review suggestions to leverage existing strengths and work on development needs• Discuss any barriers to development• Discuss possible resource needs• Clarify any interim information that is needed• Set time to review follow-up plan• The employee has responsibility to finalize development plan based on initial discussion	<ul style="list-style-type: none">• <i>Considering both strengths and development needs, what are your primary development goals and activities?</i>• <i>What resources will you need?</i>• <i>What barriers to development might occur?</i>• <i>When would be a good time to review your plan?</i>	<p>Resources:</p> <ul style="list-style-type: none">• 1 Page Goal Setting• SMART Goals
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