Performance Plan
Development Discussion

Supervisor Development Discussion Points	Employee Development Discussion Questions	Notes
Strengths to Leverage		
Leveraging strengths is just as important as identifying growth areas	How have you have contributed to the goals, strategy, and objectives of the Department?	
How has the individual contributed to the goals of the department	What are some examples of success?	
Strengths that can be further utilized	Describe your strengths?	
Ask for employee's viewpoint	Which strengths would you like to see implemented in the Department	
Discuss projects, assignments, committees, job roles that would benefit from on these strengths	How am I contributing to furthering of the Strategic Plan and goals of my Branch	
Discuss collaborations and potential collaborations	How have you taken the initiative to identify projects and collaborations? With whom would you like to collaborate?	
Development Needs		
Discuss development needs	Where do you see growth opportunities?	
Identify the skills, knowledge, or attributes that need development?	What do you consider some of your development needs?	
Ask for employee's perspective	New knowledge needed, skills to learn?	
Provide your feedback	Exposure to different functions or customers?	
	Personal style to modify?	
Professional Development		
Discuss employees want/purpose for professional development.	Am I looking to move up in my career? Is there a higher position I'm interested in? Or do I want to just perform my job well.	

**Goals should be S.M.A.R.T - specific, measureable, achievable, results-focused, and time-bound.

Specific - Goals should be simplistically written and clearly define what will be accomplished

Measureable - Goals should be measureable so employees have tangible evidence they have accomplished the goal **A**chievable -

Goals should stretch the employee slightly so they feel challenged but defined well enough so they can achieve them. **R**esults-

focused - Goals should measure outcomes, not activities.

Time-bound - Goals should be linked to a timeframe that creates a practical sense of urgency.