

# How to Build an Employee Development Plan

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Employee development plans are a great way to increase employee engagement, motivation, and performance. They're used by both the employee and manager to ensure that the employee is growing, not only personally and professionally, but also working to meet your organisation's goals.



## STEP ONE: Self-Assessment

Have the employee assess their current skills, professional interests and behaviour to see how they're tracking in relation to their career goals. This will help identify any gaps in their skillset, their transferrable skills, and guide the direction of their professional development.



## STEP TWO: Goal Setting

When you've identified the opportunities and gaps in the employee's abilities, you can start to look ahead at their career goals and what they want to achieve. Map out together their career plan and break it down into smaller, time-bound goals.



## STEP THREE: Action Steps

Once you have defined the employees' goals, you can begin thinking about how they relate to and might be integrated into the future plans of the business. Consider:

- On-the-job activities, training, and research
- Developing professional networking contacts and groups
- New tasks and responsibilities
- Skills training and study programmes
- Input and feedback from others



## STEP FOUR: Identify Resources

After figuring out the steps the employee will need to take, the next step is to identify what resources will be needed to get. Whether it's internal resources like mentors and colleagues, or external resources like training providers or other professional associations, the action steps defined in step 3 will help you narrow your search.



## STEP FIVE: Outline a Timeframe

Professional development will be an ongoing process throughout the employees' career, which will evolve as they reach new milestones and take on new roles. To keep the professional development plan relevant, it's important to allot realistic time frames. While it's good to have long-term plans, short and mid-term goals will be more immediately actionable and may be more motivating.



## Contact Us

Let's talk you through your needs and how we can best assist you.

Give us a call directly on one of our office numbers, or email us, and we'll get back to you quickly and responsively.

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