Development Planning E-Learning Course

Overview

Making the decision to develop yourself is the first step on your journey to professional growth and career success. For many, this can be an exciting time. It can also be a time of uncertainty that may prompt lots of questions like -- what is a development plan? Why do I need one? What is involved? How do I start?

The Development Planning online course is designed to answer these questions as well as help build your competence, confidence and comfort around the creating a relevant, meaningful plan which is an essential road map to your success.

Target Audience

Staff/Individual contributors

Learning Objectives

By the end of the workshop, participants will:

- Understand the value of using an individual development plan to facilitate your growth and success.
- Use a blended approach when selecting learning activities and development experiences.
- Create a development plan that enables achievement in your current role and prepares you for future opportunities.

Competencies

- Collaboration
- Communication
- Delivering Results
- Taking Initiative

Course Content

- **Common Concerns Around Development Planning**: Clarifies common misconceptions on what it means to develop yourself professionally and personally in the workplace.
- **The Value of Development Plans**: Explores the stages of career growth and addresses four reasons why development plans are critical to professional success.
- **How We Learn**: Focuses on the importance of using a blended approach when choosing development activities to improve performance.
• **Common Areas of Development**: Introduces common areas of development for employees and key learning topics for leaders and individual contributors.

• **Development Targets**: Focuses on prioritizing development goals, decide where to start and determining which development opportunities will have the greatest impact.

• **S.M.A.R.T. Goals**: Addresses the components of writing S.M.A.R.T. goals that are specific, measurable, achievable, relevant and time-bound.

### Format / Length of Course

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<thead>
<tr>
<th>Format:</th>
<th>Online</th>
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<tbody>
<tr>
<td>Length:</td>
<td>30-45 minutes</td>
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### Cost

No charge

### Required

No

### Prerequisites

No

### Related Workshops

Developing Yourself and Others

### Pre-Work Required?

None

### Manager Actions Required

**Pre-Class:**

- Talk with your employee about strengths and developmental opportunities related to the competencies.
- Relate the information from the course to their job specific responsibilities.
- Ask the employee how they believe they will benefit from the workshop.

**Post-Class Support:**

- Have a discussion with the employee about their impression of the workshop.
- Help the employee identify situations where they can apply the course content.
- Give the employee feedback about how they are demonstrating the behaviors