



Your Personal Development Plan

Star performers need their own unique professional developmental plan to continue to grow to their highest self, both professionally and personally. The following model lays the groundwork for such a plan. It is created specifically for you based on your current job requirements and your commitment to your own specific skills building and your assessment reports.

The Personal Development Plan is an individualized plan of action that helps you identify the actions and experiences needed to reach your goal of star performance within a specific time frame.

Here are the steps in this development process:

1. Choose a manager, mentor, or coach who will guide you through the process and help you be accountable for the outcomes you want to achieve. This person will be your support and your encourager as well. (Shawn Kent Hayashi serves as a coach and mentor – if you are interested in this possibility email Shawn@TheProfessionalDevelopmentGroup.com or call 215-588-1188.)
2. If you have experienced a Job Benchmark or Job Audit for your current position, the results of that process, along with the GAP report will identify the skills necessary to perform the job to the greatest success. From that Benchmark and GAP report, note the top 1 – 3 skills that will help you develop to a higher level in that job.
3. If you have not experienced a Job Benchmark or Job Audit for your current position, review your assessment reports as well as your job description and choose no more than 3 skills that you and your manager or coach believe will help you develop to a higher level in that job.*
4. Develop a specific goal and timeframe for achieving the goal for each of the selected skills.
5. Create action steps or methods to achieving those goals. **See NOTE below.
6. Determine how you will evaluate results.

*If you do not have a benchmark for your current job, consider the following list of 24 competencies. Think about the skills your job needs, and ask yourself which are the 1 – 3 competencies that would be most important for you to develop next to be most successful in that job.

- Conceptual thinking
- Conflict management
- Continuous learning
- Creativity
- Customer focus
- Decision making
- Diplomacy and tact
- Emotional intelligence
- Empathy
- Employee development and coaching
- Flexibility
- Futuristic thinking
- Goal achievement
- Interpersonal skills
- Leadership
- Negotiation
- Persuasion
- Planning and organization
- Presenting
- Problem solving
- Resiliency
- Self-management
- Teamwork
- Written communication

After you are clear on the areas you want to develop that would help you have more success in performing your job, answer these questions related to each skill:

- What is important to you about developing this ability?
- How will having or mastering this ability benefit you?
- Whom do you know who is outstanding at this ability now?
- What do they currently do differently than you are now doing?
- How do they think about or approach this skill on the job?
- Is there anything you realize they do not do that you are currently doing?
- What else do you notice about the skill?
- When might it be useful to stop doing the skill?

****NOTE:**

In the book, *Conversations for Creating Star Performers*, by Shawn Kent Hayashi, you will find ideas, examples and specific action steps for developing each of these abilities on the pages noted below.

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Now complete the Action Plan on the following pages for each of the skills you identified.

ACTION PLAN

This Action Plan will help you to track your progress. Duplicate this page and complete it for each area you want to develop and include it in your binder.

Skill Focused for Development: _____

What is the goal? What will it look like when you have developed this ability to the level you desire?

What is the time frame for meeting this goal?

What specific steps will you take? (Formal training, books you will read, shadowing opportunities, work observation) *see next page for additional ideas

Development Activities	Start Date	End Date

Who will evaluate your results and give you feedback?
(Share a copy of this plan with your coach, accountability partner, mentor or manager.)

***Additional areas of focus included in your Personal Development Plan:**

- Desired training or workshops that will support skill development
- Desired coaching or mentoring support
- Volunteer projects that would enable development in the area of focus
- Working with or shadowing an expert in the area of focus
- Certifications that provide structure and measurement for the desired skills and abilities
- Assignments desired such as serving on special projects for the organization
- A milestone date for moving to the next level of performance
- Future roles, assignments, or opportunities to explore once the current developmental areas are mastered

Communication Style / Behavior Preferences Impact

Based on the Behavior Hierarchy in your assessment report, what behavioral trait is easiest and most natural for you to demonstrate at work? How do you use this behavior/communication style to get the outcomes you want?

What behavioral trait is hardest for you to adapt to? What happens when you use this trait ineffectively, skim it, or consider it unimportant?

Workplace Motivator Impact

Of the 6 Motivators ranked for you in your assessment report, what are your top two that energize you most? How does this show up at work? How does your organization and role reward you for these motivators?

Is there a motivator that you are indifferent to and how does it impact your work and your organization? How does this motivator impact the way you interact with your team, peers and boss? (When our motivators are different we are likely to judge – how does your judgment show up?)

Measuring your progress from your Personal Development Plan

There are six critical measures of success related to you and your coach/mentor that can be tracked to determine the success of your Personal Development Plan. This system works best when you create a learning journal and integrating these measures and progress into the content of your journal:

1. Activity: How often are you having a conversation?
2. Reaction: What do you feel about the experience?
3. Learning: What was the content of the learning?
4. Application: How did you use what you learned?
5. Business impact: What impact did the application have on your business/area of responsibility?
6. Return on investment (ROI): How did that application and learning impact dollars in your organization?

When goals are achieved, write a summary of your learning and share with your coach/mentor. It may also be of value to share this with your peers and your team. It can serve as a motivator for them to see you learning, growing and increasing your success in your job.

Want a coach to guide you to the mastery level in leading your team? Reach out to me, and let's start a conversation. Shawn Kent Hayashi 215-588-1188 or Shawn@TheProfessionalDevelopmentGroup.com.