



Sample 70-20-10 Development Plan.

Strengths

Select up to 3 competencies where you demonstrated the greatest growth or strength in the past quarter. Reflect on why this occurred, and plan how to sustain that in the next quarter.

COMPETENCY	REFLECTION AND RATIONALE	STEPS TO GROW AND SUSTAIN
Growth Mindset: Creates team culture that embraces candor and reflection and facilitates continuous improvement	I scored a 3.5 on this competency. This made me really happy because I actively work hard to ensure that the people I manage consistently have the chance to reflect honestly, feel safe, and understand how to continuously grow.	I've received feedback that I could do this more consistently. I am going to add a section to each of my direct reports' check-in agendas to allow a chance for each of us to share how the other person is doing, what we've seen them do well, and what they could continue to improve on. I'll do this as a summary at the end of each check in and it will be two sided (so they will get to say the same about me).

ACTION STEPS AND DEADLINES

By this Friday: add section to check-in doc and send to team with explanation

Areas for Growth

Below, target 1 competency you want to develop in the next quarter. Reflect on why this this is important, and adapt the 70-20-10 framework to plan next steps. The [Center for Creative Leadership](#) has pioneered the [70-20-10 approach](#) that focuses seventy percent of development on on-the-job training as it is has three times more impact on employee performance.

Competency Name	Communications and Influence: Articulates organization's vision and strategy clearly to others		
Next Quarter Goal	I scored a 2 on this. Next quarter I'd like to score at least a 3		
	EXPERIENCE-BASED ASSIGNMENT (70%)	WHO WILL YOU ASK TO HELP, AND HOW? (20%)	FORMAL TRAINING AND SELF-STUDY (10%)
DESCRIBE	<ol style="list-style-type: none"> 1. Tape self giving presentation, watch tape, make notes, retape presentation 2. Ask manager if I can present a program update at the next board meeting 3. Ask HR if I can lead a new hire training session this September 	<ol style="list-style-type: none"> 1. Ask manager to sit in on 2 external meetings and share feedback 2. Explicitly ask for feedback from participants after presentations I give 	<ol style="list-style-type: none"> 1. EdFuel Emerging Leaders PLC
DEADLINE & FREQUENCY	<ol style="list-style-type: none"> 1. By 11/4 2. Add to next check-in agenda 3. Send email by Friday 	<ol style="list-style-type: none"> 1. Meetings week of 11/10 2. Ongoing 	<ol style="list-style-type: none"> 1. Starts week of Oct 19th (register by 10/5)