



Sample Script: Co-Creating a Professional Development Plan.

The purpose of a Professional Development plan creation conversation is to jointly reflect on an employee’s strengths and areas for growth and co-create a strong plan that will lead to positive change for the employee and that allows for investment and accountability for both parties. The sample agenda and script below provide a template to ensure the conversation is collaborative, empowering, and leads to professional growth for the individual.

As a Reminder: Effective professional development plan “must haves”:

DEFINE ROLE-SPECIFIC COMPETENCIES	CO-CREATION AND JOINT ACCOUNTABILITY	REVISIT REGULARLY AND BUILD HABIT
UTILIZE THE 70-20-10 MODEL	IDENTIFY MEASURES OF SUCCESS	CONNECT TO YEAR-END EVALUATION

>>> Zooming in: Bringing Co-Creation and Joint Accountability to Life

Must Have	Best Practices	Watch Out For
Co-creation/Joint Accountability	<ul style="list-style-type: none">– Develop the plan in-person collaboratively– Employee owns heavy lifting when creating the document (i.e. they should be generating ideas and writing down content into the plan itself)– Manager comes to meeting with ideas for development opportunities, but employee gets ultimate say	<ul style="list-style-type: none">– Manager doing the heavy lifting in creating the PD plan– Employee not feeling heard in process, thus not invested

TIME	TOPIC AND NOTES	SAMPLE SCRIPT
5 minutes	<p>Welcome, Catch Up, Share Agenda</p> <ul style="list-style-type: none"> – Share the agenda and ask if employee would like to add anything to the time together 	<p>Manager: Welcome! Like I mentioned in my email, I am really looking forward to having this conversation with you. You are such an asset to our team and your growth and development are a priority to us. In terms of what this conversation will look like – we’ll start with strengths, you’ll share and then I’ll share, and we’ll move to areas for growth using the same protocol. From there, we’ll take a look at the 70-20-10 template and fill it in together with what makes the most sense. Does that sound right to you? Anything you might add?</p>
10 minutes	<p>Strengths</p> <ul style="list-style-type: none"> – Employee shares first – Manager shares second – If possible, come to consensus on 2-3 greatest strengths. If not, employee gets first say. 	<p>Manager: Like I said, you’ll be sharing your strengths and reflections first. I choose to do it this way so you have a chance to share without my opinion coloring your thoughts. Also, as a leader, I’m interested to hear your perspective.</p> <p>Employee: <i>Shares strengths and reflections</i></p> <p>Manager: <i>As they share, ask probing questions such as:</i></p> <ul style="list-style-type: none"> • “What led you to choose this strength?” • “How have you seen that strength play out in your work this year?” • “How do you see this strength as a stepping stone to the next role you want to move in to?” <p>Manager: Thank you so much for sharing. In terms of strengths, I see many of the same ones that you did. One area I’d like to add would be in terms of growth mindset on the Leadership Map specifically on building culture and continuous improvement. I’ve seen you do this a number of times in check-ins with your employees. You do this through asking powerful questions and sharing your own growth areas, which allows them to feel developed in conversations and safe to share their own growth areas (MANAGER REMEMBER: BE SPECIFIC WHEN SHARING STRENGTHS).</p> <p>Manager: Based on what we’ve discussed, if you had to choose your top highest impact 2-3 strengths, what would they be?</p>
10 minutes	<p>Areas for Growth</p> <ul style="list-style-type: none"> – Employee shares first – Manager shares second – If possible, come to consensus on 2-3 greatest 	<p>Manager: Ok, let’s move on to areas for growth. We’ll use the same process here as we did with strengths.</p> <p>Employee: <i>Shares areas for growth and reflections</i></p> <p>Manager: <i>As they share, ask probing questions such as:</i></p> <ul style="list-style-type: none"> • “What led you to choose this area for growth?” • “Were you surprised by any of your areas for growth?”

TIME	TOPIC AND NOTES	SAMPLE SCRIPT
	<p>areas for growth. If not, employee gets first say.</p>	<ul style="list-style-type: none"> • <i>“How do you see growing in this area as a stepping stone to the next role you want to move in to?”</i> <p>Manager: Thank you so much for sharing. In terms of areas for growth, I see many of the same ones that you did. The one other one I wanted to put on the table is under the Leadership map, the competency being Communication and Presence. In one-on-one internal meetings you are very clear about our organizations vision and goals, however, in external meetings or meeting with a large number of people you seem to struggle a bit. Tell me more about that? Where do you think that might stem from? What support might help you improve here? (REMEMBER: BE SPECIFIC WHEN SHARING AREAS FOR GROWTH).</p> <p>Manager: Based on what we’ve discussed, if you had to choose your top 2-3 areas for growth, what would they be?</p>
20 minutes	<p>Professional Growth Guide</p> <ul style="list-style-type: none"> – Based on conversations above, choose the 2-3 highest impact strength and growth areas employee should focus on – Together, complete the myBlueprint Professional Growth Guide. Be sure to focus in on the 70-20-10 component (click here for more information on the 70-20-10 tool). 	<p>Manager: Ok, now that we’ve had a chance to talk through and identify your strengths and areas for growth, let’s actually take some time to build out your 70-20-10 Professional Development Plan to ensure you are capitalizing on strengths and seeing success in growth areas. I also want to note that we certainly don’t need to use this template, but the 70-20-10 model is research based and has proven to be the most effective means to growing a skill in the workplace. This means that the majority of your development plan (70%) will focus on on-the-job training.</p> <p>Manager: Let’s start with strengths. What support might be helpful to capitalize on these strengths? <Let employee share first, but come prepared with ideas></p> <p>Manager: Now let’s move on to areas for growth. When thinking about the first area for growth, what are some aspects of on the job training that might be helpful for you in terms of Communication and Presence? <Let employee share>.</p> <p>Absolutely, another one I was thinking about that might be good was presenting at an upcoming HR new hire orientation <INSERT JOB EMBEDDED PROJECT HERE>. This would allow you to share our organizational vision and strategy to a group of brand new employees. How would that sound? We can prep and role play before hand to ensure you are ready to go.</p> <p><Build out the rest of the Professional Growth Plan></p> <p>Manager: Great! How are you feeling about the plan as it stands?</p> <p><i>Employee: Responds</i></p>

TIME	TOPIC AND NOTES	SAMPLE SCRIPT
		<p>Manager: What would be most helpful in terms of holding you accountable to this plan? <Let Employee answer> I think adding a portion to our check in agenda every week could be a good first step. How does that sound?</p> <p>Manager: Wonderful. Again, I can't say enough how important your leadership and leadership development are to me as well as the entire organization. I appreciate all the hard work you have already put in and will be putting in these next few months.</p>

PREP FOR CONVERSATION

TIME	STEPS	NOTES
5 minutes	1) Take 5 minutes to look over the report	
5 minutes	2) Identify 1-3 strengths based on feedback	
5 minutes	3) Identify 1-3 areas of growth based on feedback	
5 minutes	4) Pull out any other interesting trends you find in the data	
5 minutes	5) Generate 2-3 possible next steps you could take (using 70-20-10 model)	