Why Planning for Employee Development Is Important

Organizations are unable to achieve their missions, goals, and objectives without their people completing the necessary work required. In order to achieve outlined goals and improve departments, employees need to be kept abreast with the latest developments whether it be the newest technology trends or being informed of pertinent industry knowledge. Though developing employees is key, many employers underestimate the value this brings to individuals employees and whole teams. This guide will lead administrators through the necessary steps for setting SMART goals and creating individual development plans for employees. Proper employee development planning will ensure that administrators have the right people with the right knowledge, skills, and abilities in place to achieve the goals and mission of the organizations.

Employee Development Steps

Step One – Establishing SMART Goals

What are SMART goals?

SMART goals represent goals that are specific, measurable, achievable, relevant, and time-bound. Outlining goals in this way ensures that employees have a clear roadmap for how to achieve success.

SMART goals should also tie to the broader department and institutional goals. Linking individuals goals to the broader goals of the institution help employees understand how their work and dev15.89 Td()ETQ2.1( )-n4 (utio)13.007 (t)-4.004 ( )-c.998 (v)1 (i)5 (on)3.007 (t)-(i)15 (r)-uton

Writing a SMART Goal

The template below helps to identify what is to be achieved, how, and by when. Goals should be concise but reflect relevant, specific information.

What do you want to accomplish?   *Example: I want to improve my Excel skills.*

SMART Goal: *Leveraging resources available through the Learning Academy, I will improve my proficiency of filtering, sorting, and manipulating data by improving my knowledge and skills of the following Excel functions: sum, count, if/and formulas, V-lookups, averages, and removal of duplicate records. By the end of the FY20, I will be able to demonstrate my competency of these areas and how these new skills provided efficiency in my work.*

What do you want to accomplish?   *Example: I want to implement project* 0.%*nt to accomplish?*

Step Two – Creating a Development Plan

An employee development plan outlines the path necessary to accomplish the established goal. Development plans address performance or knowledge gaps as well as provide stretch

Like the

goal, the plan needs to be specific and provide timelines.

Employee Name:	
Position:	
Date:	

Short-Term SMART Goals (to be achieved this year):

_____
_____
_____

Long-Term SMART Goals (to be achieved within the several years):

_____
_____
_____

SMART goal:	Resources *(formal training, mentorship, cross training, independent learning, and coaching)*	Timeline *(progress points and completion date)*	Associated Costs *(if applicable)*	Results
1.				
2.				

Step Three – Coaching Employees Through Check-ins

Administrators can keep their employees engaged and motivated on achieving their goals and successfully performing through effective coaching. Coaching, when done often and well, assists employee development, bolsters confidence, and improves morale. Coaching is a continuous process between the administrator and the employee on identifying opportunities and improvements, providing feedback and guidance, and monitoring progress.

The Coaching Cycle

Administrators can use the GROW model developed by Graham Alexander, Alan Fine, and Sir

The frequency of employee check-ins is dependent upon the goal. Prior to meeting with an employee, administrators should review the outlined goals, development plan, and any notes from prior conversations. Administrators should also
and determine what appropriate feedback should be given to keep the employee motivated and on-track to achieving his/her goal.

Employee Name:	
Position:	
Date:	

(G) Goals
What are the employee goals?

_____
_____
_____

Step Four