



# Creating a Successful Development Blueprint

The Development Blueprint is an investment in your future and it's owned by YOU! It's a place to write down your professional goals and commit to a plan of action.

Complete each section carefully, update your plan frequently, and make sure you have someone that will keep you accountable.

## Identify Your Development Focus

Are you focused on growing in your current position or preparing for your next one? Before you answer this question, think about whether you have truly mastered your current position. If not, start there before you begin preparing for future roles.

## Create S-M-A-R-T goals

Remember, most people can only work on a few things at a time, so don't try to conquer the world. Select a few goals that are most important to you.

To have the greatest degree of impact, each of your goals should be:

- **S- Specific** – avoid general goal statements, such as “get better at customer service.”
- **M- Measurable** – each goal should have a clear indication of progress; use numbers when possible.
- **A- Attainable** – goals should be challenging, yet realistic.
- **R- Relevant** – goals should be aligned with your needs and the needs of the Company.
- **T- Timely** – establish deadlines for each goal. Break goals into smaller steps when possible.



Do you want to grow in your current position or develop skills to prepare for your next role? Create a **Development Blueprint** to get started! By writing down your goals and laying out an action plan, you are much more likely to achieve success. Remember most people can only work on a few things at a time, so don't try to conquer the world! Check-in with your manager regularly to help you stay on track.

Own your development. Own your career. It's all about YOU!

Associate Name: \_\_\_\_\_ Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Current Position: \_\_\_\_\_ Mentor/Coach Name: \_\_\_\_\_

My Development Focus <small>My current development efforts are focused on...</small>	What I'm Good At <small>What are my talents and strengths to use more or develop further?</small>	What I Want to Improve or Learn <small>What are the important areas for me to improve/enhance?</small>	Check-In <small>Check-in with your mentor/coach and manager periodically to discuss your progress.</small>	
			Date	Notes
<input type="checkbox"/> Growing in my current position and/or	1.	1.		
<input type="checkbox"/> Preparing for my next role	2.	2.		
Desired Next Role:	3.	3.		
Comments:				

  

My Action Plan			
What Do I Want to Accomplish? <small>What is my specific goal and what strength or development area does it address?</small>	What Will I Do? <small>What action(s) will I take to make progress?</small>	By When?	What is the Status or Result? <small>What actions have I taken? Did I achieve my goal?</small>

## Check-In Frequently

You are more likely to commit to and accomplish your goals when they are written down and discussed with others. Your manager and/or mentor can help you clarify your goals, discover new areas for development, and keep you accountable to your plan.

Re-visit your Development Blueprint at least once a quarter. Update it as goals are accomplished and new development opportunities are presented. Remember, this is YOUR plan and keeping it up-to-date will benefit you and your career.

## Utilize feedback

When determining what you're good at and what you want to improve or learn, be sure to consider feedback you've received from others. Your P&D Summary is a great starting point to identify how your manager views your strengths and development opportunities. Also consider feedback you've received from others, whether formal or informal.

## Own Your Development

Take time to reflect on your development goals and record the status or result of your actions. With each completed step or goal, ask yourself the following:

- What were the lessons? What did I learn about myself?
- What actions should I incorporate into my daily routine?
- What should I keep from doing in order to be more effective?

This is another area where it is particularly helpful to have a manager or mentor to help solidify your ideas.

**Work hard and stay focused on your goals, but be sure to celebrate your accomplishments along the way. Each accomplished goal gets you one step closer to where you want to be in your career!**

## Write Your Action Plan

Development actions can come from many sources. Consider the following:

- On-the-job opportunities – take on new projects, give presentations, or join a task force.
- Observing and modeling others – experiment with new behaviors; seek feedback regarding your effectiveness.
- Practicing the desired behavior – start with a trusted friend, a colleague, or a small group. Ask for frequent feedback.
- Conducting research – read books, journals, articles, manuals, and magazines.
- Consulting with others - interview experts in the area.
- Coursework and study – participate in company training programs, outside seminars, and adult education classes.
- Off-the-job applications – join or lead a community group, try a new skill in a volunteer organization, or give presentations to civic organizations.