WOODWARD

DEVELOPMENT PLANNING

Preferred Timeline: June – March

The Development Plan is centered around three key focus areas, detailed below:

People Skills Enhancement

- Select a development area identified through a personality or behavioral assessment. Example: Building emotional intelligence, improving communication, or honing conflict resolution skills.

Leadership Competency

- Strengthen skills in leading teams and fostering the growth of others.
- Focus on effective coaching, delegation, or team-building strategies.

Technical/Role-Specific Expertise

- Develop a technical skill or job-related competency that directly aligns with your current role or future career aspirations.
- Must be aligned to an on-the-job development experience.

BALANCED DEVELOPMENT FRAMEWORK: THE 70-20-10 APPROACH

- **On-the-Job Learning (70%):** Hands-on experience through stretch assignments, special projects, or problem-solving tasks.
- **Social Learning (20%):** Gaining insights through mentoring, peer learning, or networking opportunities.
- **Formal Training (10%):** Structured learning through workshops, courses, certifications, or e-learning platforms.

EXPECTATIONS FOR SUCCESS

- **Regular Check-Ins:** Schedule monthly meetings with your leader and HR or TD Partner to discuss progress and refine your plan.
- **Goal Alignment in Workday:** Document your development objectives as Talent Development Goals within Workday.

  Goal Development Job Aid

- **Close out Development Plan:** Review and update your progress as part of the Mid-Year Performance Evaluation cycle.

This structured and well-rounded approach ensures continuous growth while aligning with both personal and organizational goals.

Development Action Planner

Name: _____   Leader: _____   Date: _____

Part 1: Development Goal

Goal: Strength
                                                                         Growth Area

Group or organizational payoff:	Personal payoff:	Target Completion Date:

Part 2: The Plan

Learning Acquisition Plan

How will you acquire the knowledge/skill/experience
(e.g., on-the-job learning, coaching/mentoring, action learning, training, reading, etc.)?

Application Plan

How will you apply the knowledge/skill/experience in your role?

Part 3: Support and Measurement Plan

What barriers/challenges do you expect?

What support/resources will you need?

How will you know you are making progress?

Part 4: The Results

Learning Acquisition Results

Did you learn what you set out to learn (knowledge/skill/experience)? Why/Why not?

Application Results

Did you achieve your development goal?   Yes   No   Partially   Completion Date:

How did you apply what you learned?

What were the personal and organizational payoffs?

Part 5: Insights from Your Development Efforts

- Reflect on some of the following questions and write your comments below:
- What worked well? What didn't? Why?
- What was most unexpected, gratifying, or challenging in this development process?
- As a result of this development experience, what will you do differently in the future?
- What additional opportunities do you have to apply your new knowledge/skill/experience?
- What unplanned opportunities did you have to build knowledge/skill/experience? What were the results?