



Development Planning Worksheet

Planning for your development involves the intersection of your strengths, skills and interests with organizational goals and priorities. Answer the questions below to support your development planning and prepare for a conversation with your manager about your development interests and opportunities.

Knowledge, Skills and Experience	
What do you excel at doing?	
What are you good but not great at doing?	
What do you struggle with doing?	
What haven't you tried before?	
Note: Be sure to extract what you've learned from your performance reviews, any agreements with your manager on development needs, and additional feedback you've received from your manager, peers, and colleagues.	
Development Interests and Career Aspirations	
What do you find most rewarding about your current job?	
When do you feel most energized and engaged in your work?	
What are your development interests and career aspirations?	
<input type="checkbox"/> Exciting, challenging work	<input type="checkbox"/> Meaningful, mission-driven work
<input type="checkbox"/> Ability to create and innovate	<input type="checkbox"/> Autonomy over decisions and work
<input type="checkbox"/> Job security and stability	<input type="checkbox"/> Loyalty, commitment, helping others
<input type="checkbox"/> A great working environment and culture	<input type="checkbox"/> The opportunity to lead
<input type="checkbox"/> Collaboration and teamwork	<input type="checkbox"/> Other: _____



Organizational Goals and Priorities

What is your department's mission?

What are your department's goals and priorities?

What future opportunities do you want to be prepared for?

Types of Learning

What type of learning fits you best?

Action Learning

- Real-time situations
- Trying new things
- Doing and modifying
- Tactical problem solving
- How-to discussions/demos

People Learning

- Insights from others
- Collaborating with others
- Dialogue and conversation
- Seeking out "lessons learned"
- Discussing, interviewing

Informational Learning

- Observing others
- Thinking and reflecting
- Analyzing situations, facts, and data
- Finding patterns, themes, and trends
- Reading, research, case studies

Types of Development Activities

What type of development activities might you leverage?

Action-Oriented Activities

- Work on department or Institute teams, projects or committee
- Identify opportunities to learn through job shadowing, cross-training, teamwork, and new assignments
- Increase your development within your current role by learning additional skills to broaden your development
- Set goals and keep a log for how you will practice a new behavior or skill. Evaluate how successful you were and what you might need to do differently in the future
- Lead team/department discussions about current work projects
- Give presentations about work projects to colleagues and/or at conferences
- Propose and organize learning opportunities for your team
- Organize an Independent Activities Period (IAP) offering
- Provide training to colleagues on a topic or skill that you have just learned or have mastered
- Serve on a town board or commission or volunteer at a non-profit
- Join and be active in trade associations and professional networks



People-Oriented Activities

- Ask someone – manager, peer, colleague, for feedback on your progress towards your development areas
- Partner with someone to build skills, share lessons learned, and give and receive feedback
- Find a mentor, coach, or someone in a job or career of interest to interview
- Volunteer to be a student advisor or for MIT’s Mentor Advocate Partnership (MAP)
- Find a role model or subject matter expert and interview them. Find out how they developed their skills through their experiences, lessons learned, and education
- Observe how others effectively demonstrate the behavior or skills you are looking to develop
- Connect with groups at MIT that focus on networking and skill development; for example, MIT’s Toastmasters Clubs, Employee Resource Groups (ERGs), the MIT Public Service Center, and the MIT Women’s League
- Volunteer and attend MIT-wide events, including Careers Across MIT, MIT’s Excellence Awards, MIT Commencement, and the MIT Martin Luther King Jr. breakfast
- Be a captain of a GetFit team
- Create an “affinity group” by bringing together a group of MIT colleagues with similar interests to share stories and strategies
- Create a book group by inviting colleagues to read and come together to discuss a relevant book or article

Informational-Oriented Activities

- Attend an MIT workshop or program (web.mit.edu/training/catalog.html)
- Take advantage of free, one-on-one career coaching through MIT’s Career Development Services (careerdevelopment@mit.edu)
- Explore free online learning through MIT Learning Bundles, edX, GlobeSmart, lynda.com, and Skillsoft (web.mit.edu/training/catalog.html)
- Apply MIT’s Tuition Assistance to courses related to your job or career or to career counseling and coaching
- Attend professional development seminars and networking events related to your field
- Read a book or article. Find a book or article through the MIT Libraries (libraries.mit.edu) or Skillsoft (web.mit.edu/training/catalog.html)
- Attend an MIT Professional Education Program (professional.mit.edu)
- Attend an MIT Sloan Executive Education Program (executive.mit.edu)
- Apply what you’ve learned back to your work experience and put it into practice