

EDP CONVERSATION AGENDA

This guide will help you as you schedule a discussion with your supervisor to review your employee development program goals. These steps are designed to ensure purposeful and effective communication, and to allow thoughtful discussion and strategic planning for your career development. Utilize this guide as a framework to enhance your conversation with your supervisor, a crucial step in the program's process.

The guide will start with the framework for employees and will cover your preparation and suggested topics for conversation. There is also a section for supervisors with tips on how they can support you in your efforts.

You will also find a template below to record goals and action steps in the meeting.

For Employees

1. Schedule a Meeting:

- It will be your responsibility to arrange a meeting with your manager to discuss your professional development ideas. This could be done as part of a regular one-on-one meeting, or as a separate appointment.
- Allocate sufficient time for a comprehensive and productive conversation. Plan on at least 30 minutes.

2. Prepare to lead the meeting:

- You will be leading this meeting so taking time up front to plan will help ensure a helpful discussion. Things to consider when preparing:
 - What are the 1-3 areas you would like to address for your development?
 - What are possible goals that fit SMART you could propose?
 - How have you arrived at these areas and goals? Why these areas/goals?
 - What specifically would you need to do to achieve the goals?
 - What do you need from your supervisor to be successful?
 - What would be a reasonable timeframe to complete the goal?
- Be prepared to answer:
 - How will this plan enhance your current position?
 - In what ways will it prepare you for future opportunities?
 - How could this plan contribute to your department and the university?

3. Meeting Agenda:

- Discuss the items you have prepared.
- Collaborate with your supervisor to develop draft goals during the meeting.
- Set a specific timeline for submitting the finalized goals.
- Verify the supervisor's role in helping you achieve your goals.
- Decide how you will measure progress as you work on your goals.

For Supervisors

Supervisors, your role is to look for ways to help support your employee in achieving their job and career goals. Your support will be critical to the success of their growth. Consider the following strategies to make this a positive experience:

1. Facilitate Development
 - a. Recognize this opportunity to contribute to your employee's growth. Encourage them to generate initial ideas, ensuring alignment with the job/department and supporting their career path.
2. Empower Them to Lead
 - a. Allow your employees to take the lead during the meeting. This empowers them to drive their development journey.
3. Provide Support
 - a. Offer tangible support by providing specific advice tailored to their goals and aligning them with the needs of the job and department.
4. Integration into PDP
 - a. Guide employees on incorporating their development plan into their Personal Development Plan (PDP), ensuring a cohesive and interconnected approach to professional growth.
5. Realistic Goal Setting
 - a. Ensure that the goals set are realistic and achievable. Avoid situations where employees might be taking on more than they can handle.
6. Timeframe Consideration
 - a. Evaluate and confirm that the timeframe set for achieving goals is reasonable and aligns with both organizational and individual timelines.
7. SMART Approach
 - a. Emphasize the SMART approach (Specific, Measurable, Achievable, Relevant, Time-bound) when setting goals to enhance clarity and effectiveness.
8. Guidance, Not Dictation
 - a. Clarify that your role is not to dictate goals but to guide the process. Encourage employees to formulate their ideas, with your guidance as needed.
9. Follow-Up Responsibility:
 - a. Prioritize follow-up on goal completion. Set specific dates for regular check-ins to assess progress and provide ongoing guidance. This can easily happen in your regular one-on-one discussions at predetermined intervals.
10. Regular Plan Discussions:

- a. Integrate discussions about the development plan into routine one-on-one meetings. This ensures continual alignment with evolving organizational goals.
11. Consistent Support:
- a. Continue to offer consistent support throughout the development process. Address challenges and provide encouragement as needed.
12. Creativity in Development:
- a. Be creative in facilitating new experiences, cross-training opportunities, mentorship, and other innovative methods to broaden their skill set.
13. Clear Obstacles:
- a. Proactively work to clear obstacles and pave the way for your employee's growth. Identify and address potential roadblocks to ensure a smoother development journey.

By implementing these tips, you foster a collaborative and supportive environment, enabling your employees to thrive in their employee development plan.

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Employee:
Supervisor:
Date:
Location:

Goal 1:

Steps to completing:

Action Items:

Expected Completion Date:

Goal 2:

Steps to completing:

Action Items:

Expected Completion Date:

Goal 3:

Steps to completing:

Action Items:

Expected Completion Date: