

Development Action Plans

Perform Business Goals Assessment

- Identify Initial Goals for 2022
- Complete Legacy Business Needs Assessment
- Evaluate Team Member Readiness
- Complete Team Member Compensation Budget
- Set Up Schedule to Review Business Goals Regularly

Acquire Team Member Feedback

Current Role Assessment

- What do we most need to accomplish this year? How will I contribute to that?
- How can I contribute to the business achieving its goals?
- What skills do I need to acquire to do a better job? How can I improve those skills?
- What time and money is needed to achieve this goal?
- How will we measure progress?
- How realistic is this goal?
- What challenges am I facing in my position? What areas do I struggle the most? Would I benefit from additional training, mentoring, or a stretch assignment?

Goal Planning

- Identify Individual Goals for 2022
- Complete Compensation Review
- Identify Professional Development Activities
- Refine Performance Metrics
- Identify Resources Needed
- Schedule Target Dates for Completion

Create Performance Management Cycle

Planning

- Define Responsibilities
- Set Performance Objectives
- Review Expected Outcomes
- Set Development Goals
- Establish Resources As Needed
- Identify Supports & Barriers

Feedback

- **Document Discuss Observed Behavior**
- **Discuss Results with Individual**
- **Review & Refine Objectives**
- **Remove Barriers for Achievement**

Assessment

- **Document Performance Outcomes**
- **Weekly KPI & Goal Tracking**
- **Quarterly Review of Targets**