

## Assignment Development Needs Template

Employee/leader name: \_\_\_\_\_ Update as per: \_\_\_\_\_  
 (date)

Current role (title): \_\_\_\_\_

Current organization: \_\_\_\_\_

Manager name: \_\_\_\_\_

Leadership Aspects	Rating (Exceeds, Meets, Dev Need)	Development priority (y/n)	Next steps
Communication			
Collaboration			
Business acumen			
People management			
Project Execution			
Project management			
Listening			
Building relationships			
Setting expectations			
People development			
Getting results (through others)			

Assignment mentor: \_\_\_\_\_

**Assignment learning objectives:**

**Learning Activities**

	self-paced learning	
	reading	
	coaching/mentoring conversations	
	practical exercises - OTJ	
	portfolio project	
	external course/event	

**Presentation at end of Assignment: (contents)**

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### Assignment Development Needs Template

Employee/leader name: Terry Smith Update 23/06/2020  
 as per: \_\_\_\_\_  
 Current role (title): Site Supervisor  
 Current organization: Small buildings division  
 Manager name: Jack Dunn

Leadership Aspects	Rating (Exceeds, Meets, Dev Need)	Development priority (y/n)	Next steps
Communication	Meets		
Collaboration	Meets		
Business acumen	Dev Need		
People management	Dev Need	Y	Training and coaching
Project Execution	Meets		
Project management	Dev Need		
Listening	Dev Need		
Setting expectations	Dev Need	Y	Training and coaching
People development	Dev Need		
Building relationships	Dev Need	Y	Training and coaching
Getting results (through others)	Dev Need	Y	OTJ training and exercise

Assignment mentor: Jack Dunn

Assignment learning objectives:	Learning Activities	
Learn to manage people with expectation setting and improved performance management.	self-paced learning	Assigned on-line learning courses - see email.
	reading	
Build relationships with stakeholders	coaching/mentoring conversations	Monthly meetings with Jack
	practical exercises - OTJ	Set goals for direct reports, quarterly check-ins, final scoring and conversations.
	portfolio project	
	external course/event	

**Presentation at end of Assignment: (contents)**

Performance management - Setting expectations and providing feedback