

## Manager guidelines

Using the curriculum provided, have conversations and coaching discussions with employee about topics that are shown in Development Areas and in the title of the development activity. Encourage the creation of a Personal Development Plan and discuss development goals and progress with graduate on a regular basis.

### Monthly check-ins

On at least a monthly basis, check in with the graduate with some of these questions:

- How is it going with the assigned training for this month? (online)
- Did you learn anything interesting from the online training from this month?
- How is it going with the project that you are working on in the graduate program?
- What have you learned from the most recent mentoring group discussion?
- Do you have any questions I can answer for you about this project/this business unit or function or The Company?

### Quarterly discussions

- Do you have a Personal Development Plan? If so, shall we review it together?
- How do you see your career at The Company in about 5 years time?
- What is the most useful support I can offer you at this time?  
(based on your personal development goals)
- How are you progressing on your company performance goals?
- Do you have recommendations based on what you see us do here and what you have been learning so far?

### After Training Experience weeks

- What is the most useful thing you learned from this last week you had in the training class?
- Do you have questions for me after what you heard in the training last/recently week?
- Have you thought about how you would apply what you learned last week at work? Tell me about it.

### More questions you want to ask the graduate(s) working for you

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