

Tips for Employees to Prepare for Development Meetings

1. Be open and transparent about the accomplishments and the challenges you have faced. Keep a record or file of the things you have done well and any problems you have faced and how you addressed them.

Include any 'kudos' you have received, such as:

- *Feedback from your customers.* These are the people who are the recipients of the work you provide. For many employees, their "customers" will be the patients/residents/clients. For others, the "customers" are other employees within the organization.
 - *Feedback from outside of your work environment.* Many of us have opportunities outside of the work place to develop our competencies (such as in a volunteer or educational environment). These opportunities are valuable sources of information for identifying strengths.
2. Consider potential problems or challenges as opportunities for improvement. Be prepared to offer suggestions around problem solving.
 3. Assess your skills based on the general skills listed on the developmental plan checklist.
 4. Identify goals for yourself for the coming year. Relate these to your current job responsibilities; include a mix of short, medium and long-term goals (week, month, and year). This demonstrates your desire to improve and grow as an employee.
 5. Think about training you would like to take. Ask for training in areas where you want to improve.
 6. Volunteer for tasks and responsibilities beyond your normal role.
 7. Always seek opportunities to help and support others.