

# Developing Your Direct Reports

## Course Overview

### How You Will Benefit

As loyal employees stay with an organization for years, their effectiveness starts to stagnate. Without giving existing employees new roles, providing feedback, developing more responsibilities, or training for new skills, organizations are leaving a potential resource untapped. By simply creating a development plan and having a conversation with the employee about her or his direction in the organization, employers can greatly improve morale, productivity, and job-satisfaction.

Employee development is also an important part of grooming future leaders in an organization. In fact, 86% of business and HR leaders believe they do not have an adequate leadership pipeline. One way to create a pipeline is to prime an existing employee for engagement and development through formal reviews and development. High-quality formal reviews increase employee performance by 25%. It is also important to consistently give employees feedback as 43% of highly engaged employees receive feedback at least once a week.

In this course, you will learn keys to effectively developing the skills of current employees, including how to let employees define their own outcomes, using assessments to advance goals, how to have a conversation about development, various forms of job enrichment training, and the components of an individual development plan. As a result, you will be better able to guide employees through the development process, crafting their path in a way that benefits you, and increases their engagement and success in the organization.

### Course Objectives

Successful completion of this course will increase your ability to:

- Recognize the difference between performance management and development coaching.
- Implement a strengths-based approach to development.
- Provide employees with the tools to assess their strengths and development needs.
- Conduct a positive development discussion.
- Identify a variety of paths to development.
- Create an effective individual development plan.

### Key Topics Covered

This course explores the following subjects in depth:

- Characteristics of effective development goals
- Using assessments to advance goals
- Understanding the employee reflection process
- Pre-conversation preparation, coaching cues and strength-based focus
- Identifying and applying strengths and managing weaknesses
- Utilizing positive coaching behaviors
- On-the-job training or shadowing
- Job rotation and cross-training
- How to implement mentoring and delegation

### What the Course Offers

- Interactive learning setting
- Opportunity to apply the concepts in a risk-free environment
- Thorough set of materials: Instructor Guide, Participant Guide, classroom PowerPoint presentation, and one-page Learning Summary

### Registration Information

Participant name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Please return this form to:**