

FORMS

Your Development Goal

Write your development goal in the space below.

Remember to apply SMARTS when formulating your development goal.
SMARTS stands for: **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bounded, **S**kill/Knowledge level

Possible Development Activities

The purpose of a development assignment is to help you achieve your development goal. The first step in designing a development assignment is to identify possible development activities that would enable you to develop the desired knowledge and/or skills. In the space below, write down activities that you believe would help you achieve your development goal.

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Evaluating the Development Goal

1. What performance element did you select?

2. Write the development goal which addresses the selected performance element:

3. Evaluate the development goal to ensure it addresses all the criteria for an effective development goal. Use the grid below and place an X in the column which best describes whether your goal meets the criteria.

Criteria	Yes	No
• Specific		
• Measurable or assessable		
• Achievable; appropriate challenge		
• Relevant to the individual's learning needs		
• Time bounded		
• Skill or knowledge level		

* **Note:** You should use a variety of development activities. To help you do that, sort the development activities you have identified into the chart below.

70—20—10: Development Experiences/Activities		
70 Assignments, Application, Experience	20 Other People	10 Traditional Learning Approaches

Development Assignment Experience Evaluation Grid

1. Write the list of possible Development Activities/Experiences in the left-hand column.
2. Rate each Activity/Experience as **LOW**, **MEDIUM**, or **HIGH**. This is specific to the individual and his/her Development Goal. Make additional notes as needed.
3. Select the most helpful Development Experiences. Consider how different Experiences might be combined to strengthen the development assignment.

YOUR Development Goal:

Elements Possible Experiences	Specific	Measurable Assessable	Achievable Challenge	Relevant	Time- Limited	Engage- ment	Structure

Your Development Assignment

After evaluating possible development experiences, please list those you intend to use for your development assignment.

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Planning Questions for Development Plan

These are questions to answer when formulating the development plan. Not all answers will appear on the plan. However, what does appear should reflect those answers.

What is the goal?

What is the deadline/due date?

What actions are needed to achieve the goal?

What are barriers to implementation and actions to overcome the barriers?

What are the milestones?

What roles will the learner, manager, and others play?

What resources are needed to support implementation?
(Resources = time, money, people, equipment, etc.)
