



PERSONAL DEVELOPMENT CHECK-INS

**A PEOPLE MANAGERS GUIDE TO NAVIGATING PERSONAL
DEVELOPMENT DISCUSSIONS WITH THEIR TEAMS**



INTRODUCTION

This guide serves as a roadmap for employees and their managers to navigate personal development discussions and establish clear, actionable objectives. It is designed to aid in nurturing professional growth and setting benchmarks for achievement.

Whether as part of scheduled performance reviews or as ad hoc sessions initiated by employees, these check-ins delve into personal development goals. For established employees, this discussion might occur once or twice a year, while those early in their careers or displaying high potential might engage in these conversations more frequently.

Focused specifically on an employee's aspirations for personal development, this guide facilitates discussions centred on their plans to achieve these aspirations. It aims to foster growth, align personal and professional objectives, and strengthen the manager-employee relationship through regular, constructive conversations.

In this guide, our Head of HR Consulting shares some tips on having these discussions and sample questions to use with your teams, helping you gather the data you need to support your team and increase engagement.

TIPS FOR A SUCCESSFUL PERSONAL DEVELOPMENT CHECK-IN:

- Every employee should always have at least one personal development objective relating to their personal growth (in addition to their work-related objectives).
- It is highly motivating for employees to know their managers take an interest in understanding their personal development goals and want to help them achieve them. Ensure you communicate your investment in this process.
- Establish a clear understanding of what success looks like for your employee and how you will both know when it has been achieved - use this as your guiding star in future discussions.



REFLECTION AND SELF-ASSESSMENT

Prompt employees to assess their achievements, challenges, and areas of enjoyment within their role. Encourages them to pinpoint the skills they wish to develop further.

What have been your key achievements and contributions since the last check-in?

What challenges have you encountered, and how did you address them?

What aspects of your current role do you enjoy most?

What aspects do you find the most challenging?

Are there any skills or competencies you would like to develop further?



PERSONAL DEVELOPMENT OBJECTIVES

These should be outlined, encompassing short-term and long-term career goals, desired skills, and the correlation between skill development and professional advancement.

What are your career goals for the short-term (next 6-12 months) and long-term?

What skills or competencies would you like to develop further?

How would developing these skills help you to achieve your professional objectives?

What specific personal development objectives should we set for you?

What is an appropriate timeline for accomplishing each personal development objective?



LEARNING AND DEVELOPMENT

Considerations encompass self-directed learning, avenues for accessing necessary support within the company, and opportunities for on-the-job skill enhancement.

What self-directed learning or personal development would help you achieve your personal development goals?

Do you know how to access the learning and development support you need from the company?

Are there any on-the-job opportunities you would like to be involved in to enhance your skills, knowledge or professional network?



CHALLENGES AND SUPPORT

Anticipate potential hurdles in reaching objectives and aim to address them by outlining required support and resources.

Are there any potential challenges or obstacles you anticipate in reaching your personal development goals?

What support do you need to overcome these challenges?

Are there any resources you need from me or the company to achieve your personal development objectives?

NOTE:

At the end of the discussion, you should always include a section for “Anything Else?”. This provides space for any additional thoughts or aspirations not covered in previous discussions.

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We hope this you have found this resource useful. For more information on Corvus People, or for a consultation with one of our advisors, please contact us at hello@corvuspeople.com.



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