



<div>Development Objectives</div>          <p>What are the employee's goals?</p>	<ul style="list-style-type: none"> <li>• What objectives does the employee want to reach? Why?</li> <li>• What new challenges is the employee looking for?</li> <li>• What is the employees long-term learning and development goals?</li> <li>• What will accomplishment mean to the employee?</li> </ul>
<div>Strengths</div>          <p>Specific and actionable; not vague ideas.</p>	<ul style="list-style-type: none"> <li>• Ask the employee to outline their strengths</li> <li>• Provide your observations as well</li> <li>• How can those strengths help the company?</li> <li>• How can you best use those strengths?</li> </ul>
<div>Areas for Improvement</div>          <p>Specific skills; not broad generalities.</p>	<ul style="list-style-type: none"> <li>• What areas of work are lagging in performance?</li> <li>• What skills might need to be addressed?</li> <li>• Where can additional training be provided?</li> <li>• Where does the employee feel help is needed?</li> </ul>
<div>1-Year Plan</div>          <p>Include quarterly milestones. Be specific.</p>	<ul style="list-style-type: none"> <li>• What are the specific learning and growth objectives for the year?</li> <li>• How will the employee accomplish those objectives?</li> <li>• <b>Be specific with activities and time lines.</b></li> <li>• What resources may be required?</li> <li>• Schedule the quarterly reviews now.</li> </ul>

