

# People Biz, Inc.

## INDIVIDUAL DEVELOPMENT PLAN

### Three Year Vision:

*What does your career look like 3 years from now? Use your imagination. Stand in the future and tell me what you have, what you see, and what you have learned, then summarize in this space.*

I am a General Manager or Site Manager of an engineering group with a company that values education, people and learning. I am pursuing my MBA. My income is over \$110,000. I have a good work- life balance and am able to fit in time with family as well as golf and tennis.

### One Year Goals:

*A goal is a specific measurable result that includes an intention.*

*(Example: I have developed my communication ability, and people remark on how well I listen). Write two goals here "as if" they have already occurred as in the example. Stay away from future tense statements.*

1. I have transitioned from my role as project manager to site manager or general manager in this company or in another one that suits my skill set and culture requirements.
2. I have started taking both golf and tennis lessons and feel much better about my free time and my health.

### Competencies to Build:

*Review list of potential competencies. Your competency may not be here but it gives you an idea of what is meant by competency. Now list five abilities, skills or competencies you will work on to achieve your vision and your goals.*

1. Courageous action
2. Patience
3. Ability to "manage up"
4. Ability to balance work and play
5. Direct communication

### Strategies and Actions to Build Competencies:

*Now brainstorm actions and strategies. A strategy is an approach and cannot be crossed off a list. An action is something you do once. This should be reviewed monthly for first three months with your manager-coach, and then quarterly. Actions change, strategies stay the same if they are working, and if they are not working, they change too.*

- Get a coach to help with action and communication
- Take a communication course
- Commit to two evening activities (tennis and golf)
- Find out what my manager needs from me and be accountable
- Promise my wife I will be home by 6pm 3 days a week
- Create a date night with my wife
- Read one management or communication book a month
- Practice making direct requests each day
- Ask peers for support in leaving office on time
- Ask people around me for feedback on how I am doing with communication and patience

**Note:** the ongoing conversation is facilitated by manager-coach but led by the person developing their own plan.