

Development Check-In Guide

As you have regular performance conversations, you will want to discuss what you learned, what you still need to learn, your performance, and next steps. Pick and choose the questions that you are most comfortable with, find most relevant, and feel will constructively move the conversation forward.

1. State what you have learned.

- It has been valuable for me to learn about...
- I enjoyed talking with [X] about...
- I observed/learned [X] which helped me better understand my role/the role of manager.

2. Discuss application of your learning.

- I want to apply what I learned by...
- I will do [X] differently based on what I learned.
- I will practice my new skills by...
- I would like you to ask me how I have applied what I have learned every time we meet.

3. Discuss what you still need to learn.

- It would be valuable for me to learn more about...
- I would like to better understand...
- What additional information can you provide me about...?

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<ul style="list-style-type: none">• I have achieved the following successes...
<ul style="list-style-type: none">• I am experiencing the following challenges...
<ul style="list-style-type: none">• I am currently working on the following projects...
<ul style="list-style-type: none">• I would like your support in the following areas...
4. Ask for feedback.
<ul style="list-style-type: none">• What is one area I could improve?
<ul style="list-style-type: none">• As you have observed me work over the past few weeks, have you seen anything that I could have done differently?
5. Identify next steps.
<ul style="list-style-type: none">• What next steps do you see going forward?
<ul style="list-style-type: none">• How do you see us moving forward?