Questions to Ask Yourself When Creating a Developmental Growth Plan

Here are some questions you may want to ask yourself when creating a developmental growth plan.

- What are the duties and responsibilities of the job?

- For each stage of the Developmental Growth Continuum, what are the competencies required?
  - Who among your existing staff in the job might be a good example for each stage of the Developmental Growth Continuum? What characteristics do they have?
  - What education, training, and/or certification are required of a job incumbent?
  - What technical knowledge should a job incumbent have?
  - What interpersonal and communications skills should a job incumbent have?
  - What tools should a job incumbent have in the tool belt to be successful?
  - What would more experience allow a job incumbent to do in the job?
  - What major work activities or projects will the job incumbent have to learn to do and perform successfully (e.g., grants and contracts administration from multiple funding sources)?
  - What problem solving and troubleshooting will be required of the job incumbent?

- Where in the Developmental Growth Continuum is the staff member?
  - How is a staff member different from others who possess the critical competencies in the job?
  - What should a staff member do to achieve the competencies of others in the job?
  - How would you know if a staff member achieved the competencies (e.g., successfully performs a major work activity, completes a project with minimal direction and supervision)?
  - What are the development growth milestones?