

Development Planning Review Process Quick Guide

Prior to the meeting

- Book a quiet enclosed room.
- Ask the coach if they want to invite a support person to the meeting.
- Ask the coach to fill out step one of the development plan (foundational questions, defining success, big goals for this year and circle of support sections).
- Set out the cards as they were (based on the photo) at the end of the last planning meeting (this could be the full card sort or the prioritisation sort).

Summarise the growth opportunities that were identified at the last meeting

Say:

- ✓ Can you please summarise your action plan you have been working on.
- ✓ On a scale of 1 to 10 how well do you feel you went with implementing your action plan? Why?

Check progress

Ask:

- ✓ Which competencies do you feel you have made the most progress on?
- ✓ Which competencies do you feel you have made the least progress on?
- ✓ How are you going with xyz (other competencies not mentioned)?

Check which competencies to retain, drop off or add

Ask:

- ✓ Which competencies do you feel you need to keep working on?
- ✓ Which competencies do you feel can drop out of your action plan?
- ✓ Looking at your priority sort from last time, are there any competencies you want to add?

Amend the growth plan or build a new one

In discussion with the coach:

- Set outcomes
- Set actions
- Set measures

See quick guide for facilitators.

Summarise and ask for commitment

- Take a photo of the action plan to be shared. Remind them where the photos will be stored and who will have access.
- Ask the coach to summarise their action plan.

Ask:

- ✓ How motivated do you feel about this action plan?
- ✓ What support do you need to implement this action plan?