



# **Creating Individual Development Plans**

**Methodology**

## **CREATING INDIVIDUAL DEVELOPMENT PLANS**

### Deliverables

The deliverables of using the Hayes Development Plan process include:

- Leaders who will maximize their competency strengths and improve upon their competency weaknesses
- Leaders who have action plans for personal development that are clear, comprehensive, and challenging
- Leaders who better understand how their personal goals tie to the organization's goals
- Leaders who will be better prepared for their next level of responsibility
- Leaders who, because of the quality of their personalized development plans, will be more motivated and excited about their future with the organization

## CREATING INDIVIDUAL DEVELOPMENT PLANS

### Process

The process Hayes will use in the creation of leader development plans for high potentials involves the following steps:

- Step 1: Organizational Research and Preparation
- Step 2: Personal Research and Interviews
- Step 3: Data Analysis and Creation of Development Outlines
- Step 4: Individual Coaching Session
- Step 5: Summary Report for Senior Management

### PROCESS OVERVIEW

1. **Organizational Research and Preparation.** The Hayes consultant(s) will conduct patterned interviews with leadership team members, review the organization's goals and objectives, analyze key culture components, and review the organization's key competencies. The purpose is to gather data to assist in aligning individual development plans with organizational goals.
2. **Personal Research and Interviews.** The Hayes consultant(s) will review background information on each person including demographic data, job history, executive profile data, and performance evaluations. In addition, the consultant(s) will conduct a 1/2 hour patterned interview with each person (via telephone or in person) to capture pertinent information prior to creating individual development plan outlines. Hayes will also use the behavioral styles profile (DISC) as part of the personal research.
3. **Data Analysis and Preliminary Development Recommendations.** Using the organizational data and the personal data, Hayes consultant(s) will create a development plan outline, individualized for each person.
4. **Individual Coaching Session.** The Hayes consultant(s) will meet one-on-one with each person to provide specific coaching on his/her personal development plan. The development outline created by the Hayes consultant(s) will be updated during the session based on the individual input from the participant. These coaching sessions will be two hours. The coaching sessions will be done live with the others being done by phone.
5. **Summary Report for Senior Management.** The Hayes consultant(s) will present observations and findings learned during the process to the organization Senior Management. These observations will be especially valuable for future human resource planning.