

## Individual Development Plan – Suggested Discussion Questions

*Helpful Tips and questions when discussing performance and determining professional development plans with employees:*

### **Questions to discuss with High Performers:**

- If you could go back to any previous position and stay for an extended period of time. Which one would it be and why?
- What would make your work more meaningful and satisfying?
- What can we do to keep you with us?
- What conditions would cause you to seek employment elsewhere?
- What is your greatest challenge?

### **Questions to discuss with Middle Performers:**

- If you could change one thing about our institution, what would it be?
- How is your team doing?
- How do you feel I am doing as your support?
- Do you receive sufficient feedback about your performance?
- What is most satisfying about your job?
- What is least satisfying about your job?
- What strengths or talents do you possess that aren't being used?
- Have you received enough training to do your job effectively?
- How can I help you reach your career goals?

Answers to these questions will help determine individual development goals for each employee for the purpose of developing and retaining talent and motivating employees to perform at higher levels.