

Development Conversations Worksheet

The GROW model (often used in coaching) provides us with a guided structure for having development conversations and is particularly useful when setting or re-visiting goals. Using these questions will open up a two-way honest dialogue about performance and expectations.

Goal: What do you want?

Establish what the team member really wants to achieve.

Sample questions to ask:

- What do you want to achieve that will be different this year?
- Where do you see yourself in one, five or ten years?
- What would success really look like for you?
- When do you expect this to be fully achieved?

Reality: What's happening now?

Establish the team member's understanding of their current role and skills.

Sample questions to ask:

- What are the most rewarding or frustrating aspects of your current role?
- Do you feel challenged or stretched in your current role? What would make it more challenging? What isn't challenging you?
- What feedback have you received from other people on your strengths and weaknesses?

Options: What could you do?

Generate multiple options for closing the gap from goal to reality

Sample questions to ask:

- What can you do right now to further develop skills that would be useful in reaching that goal we talked about earlier?
- Of these, ideas which one would get the best result?
- Have you tried anything like this before?
- What stretch assignments, projects or experiences could you pursue?

Will: What will you do?

Identify achievable next steps to move from reality to goal achievement

Sample questions to ask:

- Which option do you think would work best to start with?
- What resources would be useful? What skills will help you get there?
- What might get in your way?
- What support do you need?
- How (and when) might we evaluate if this is the right way forward?