

How to Help Your Staff Set a Meaningful Development Goal

Your Objectives:

- In a 30- to 45-minute appointment, help your staff person set a development goal in an area of strength.
 - Be a coach; ask questions and facilitate a process of goal setting.
- 1) Before the meeting:
 - a. Send your staff person the questions listed under #2 below, as well as the supplemental document “Development Needs by Life Stage” and the SMART Goal Action Plan form. Ask your staff person to look over his/her age group in the document.
 - b. Identify some of your staff person’s impact and strengths from your perspective
 - 2) Begin the conversation: **Target:** to establish a common understanding of the staff person’s gifts, skills, and impact. Ask the following questions:
 - a) What have you done in this past year that’s been truly satisfying?
 - b) In what kind of situations (or with which people) have you been most effective or had the greatest impact?
 - c) What assessments have you taken that help you understand your unique gifts, talents, skills, and personality? How/ when have you seen your unique design show up in your roles this year?
 - 3) Brainstorm and then narrow possible areas of development. Ask the following questions:
 - a) What ideas do you have for your development? (Refer to the supplemental document “Development Needs by Life Stage” to see if that prompted any additional ideas.)
 - b) What knowledge or skills have you acquired as a staff person that you want to grow?
 - c) Which of your strengths would you like to use more intentionally?
 - d) As you have prayed about your growth areas, is there anything specific that you feel impressed to focus on?
 - 4) Set a goal using the SMART goal Action Plan template.
 - 5) Be sure to ask if there is anything that you can do to help them accomplish their goals.
 - 6) Set up realistic touch points on tracking the development goal and mark them on your calendar as a reminder.
 - a. Ask, “How are you doing with your goal?” Listen for lack of clarity or vision.
 - b. Clarify the goal. Is it still a good goal? What might stand in the way?
 - c. Reframe the goal to make it achievable.