Development Needs Planner

Companion to "Professional Development Needs, 4-Step Framework"

20 MINUTES PER NEED

HOW TO USE THIS SHEET

1. One need per sheet. Use it alone, or fill it together in a one-on-one.
2. Identify: what is hard right now, and what you could do if it were resolved.
3. Analyze: is it know-how (knowledge, skill, experience) or environment (tools, time, access, workload)? Often both.
4. Plan for the gap you found: practice, shadowing, a course, a mentor, or an adjustment to the tool, schedule or role.
5. Set a date to check: what would tell you, concretely, the need is met?

NAME

DATE

01 Identify

What is difficult right now? What do you see others do well? If it were resolved, what could you do that you cannot do today, and why does it matter?

02 Analyze

Know-how or environment? Knowledge and experience, or tools, time, access and workload?

03 Plan

For a know-how gap: practice, shadowing, a short course, a mentor. For an environment gap: the specific adjustment. Who does what, by when?

04 Check

Date to look again. Did the adjustment or the learning make a difference? What is still missing?