



Resource Library

Associate Name:

Title:

Date:

The purpose of this exercise is to get our associates thinking about and owning their professional and personal development. The key to growth is not so much what you know now, but your ability to continually learn and adapt to the changing needs of our customers, our industry and our company.

Please think about and complete the following:

GENERAL

- What are your passions and motivations?
- List your greatest talents and skills that should be utilized in your role
- What is the most effective way for you to set goals? How can coach assist?
- What personal goals do you wish to share?

FOR COACH

- Do you see this person's talents and strengths similarly to what was listed?
- What resources can be provided to help this person continue to develop their strengths?
- How can you contribute to helping them achieve their goals?

REGARDING YOUR EXISTING ROLE

- What do you get paid to do?
- What is your personal production goal for the current year?
- What obstacles could prevent you from achieving your goal?
- What (fill in this blank with sales, coaching, etc.) skills do you need to further develop that would allow you to achieve that goal?
- What other professional skills would you like to enhance/learn?
- Is there anything else you would like to accomplish this next year?
- Are there certain people/departments with whom you would like to work more closely?
- Define "success" within your current role

FOR COACH

- What obstacles can you help remove to help this person achieve their current goals?
- What can you do to help further develop their skills?

REGARDING FUTURE ROLES

- Do you have a passion or goal to teach/develop others?
- What areas of interest should we consider as we watch your career develop?
- As you see things today, what are your professional aspirations?

FOR COACH

- What other potential roles do you see for this person?

COMMUNICATION

- For informal communication, how would you like to be contacted?-text, email, phone
- Please explain the role you would like me to play in helping you accomplish your goals.
- When you achieve your goals, how would you like to be recognized?