



# Building Capabilities Workshop

## ½ Day Workshop for Individual Contributors

*Individual Contributors in different roles who want to drive development and career growth will find incredible value in this 4-hour workshop. It's guaranteed!*

### Overall Purpose

In this hands-on workshop, individual contributors will **CAPTURE** a solid picture of their current capabilities, **OUTLINE** potential career options that can be pursued, **FRAME** an approach to building targeted capabilities, and **DEFINE** what they need from others to be successful.

Own your development and actively manage your career options.

### Objectives:

1. Outline how TALENT makes a difference in executing key initiatives, changes, and achieving organizational goals.
2. Assess your “Current BRAND YOU” – the brand you have created and define the “Future BRAND YOU” – which will be created based on implementing a set of targeted development actions.
3. Clearly understand how to build personal capabilities (knowledge+ skills+ abilities+ competencies+ experience+ network+ perspective) and the development options (training, online resources, hands-on practice with feedback, shadow opportunities, mentoring, networking, etc.).
4. Focus development efforts by outlining the development goal, how the capability can be used on-the-job, and what desired impact will be created.
5. Individuals plan how to take the lead in their own development and how they can make sure the other development players (manager, team members, development resources) support what they want to develop and the career options they want to pursue.
6. Receive a set of targeted talent solutions you can use to: **CAPTURE** a solid picture of current capabilities, **OUTLINE** potential career options which can be pursued, **FRAME** an approach to building targeted capabilities, and **DEFINE** what you need from others to be successful.

NOTE: The workshop can be tailored to support your internal “Development Planning Process.”

*Take the lead  
to increase  
your  
capabilities...*

*increase your  
contribution  
and  
performance...*

*and pursue a  
desired career  
opportunity!*



## Workshop Outline

*80% of the workshop is hands-on practicing the concepts guaranteed to make an impact.*

- **Kickoff:** What makes me TALENT?
- **BRAND YOU** – What brand have I created... what brand have I enhanced... what do I need to do to establish the brand I want to have in the future?
- **Overview Building Capabilities:** Increasing Your (Knowledge+ Skills+ Abilities+ Competencies+ Experience+ Network+ Perspective)
- **Organization challenges, initiatives, and goals:**  
What capabilities do I need to leverage and build?
  1. Roles I can play AND want to play in the future... UP Roles+ OVER Roles+ WITHIN Roles+ = Optional Career Moves
  2. Outline what capabilities will be required to successfully perform in the future...
- **Development Options I must consider:** Training, Online Resources, Hands-on practice with Feedback, Shadow Opportunities, Create/Capture Process, Mentoring, Networking, etc.
- **Outline Your Development Focus:** Define the development goal, how the capability can be used on-the-job, and what desired impact will be created.
- **Development Players:** Clearly define the actions needed to develop and move towards a desired career option:
  - YOU – What I can do to increase my capabilities and pursue my career option?
  - Manager/Team – What my manager/team can do to support my development?
  - Resources – What resources can do to support my development?
- **Measuring My Development Impact:** What DID I do and What IMPACT was created?
- **Individual WIIFM (What's In It For Me):** If I take the lead to develop and pursue a desired career opportunity... what value gets created?
- **Taking Action Plan:** Outline a solid plan to implement solutions, take action, and line up the necessary resources.

*Your future  
begins now...*



For more information about this workshop please contact us:

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