LEARNING (whether in a formal setting or on the job) can FILL IN THE GAPS when you don’t know how to do something.

1. FEEDBACK

Feedback provides the focus you need for successful development. Before you can craft a strategy, you need to know what you do well and where your role requires you to demonstrate a much higher level of effectiveness.

- Assess your relative strengths and weaknesses.
- Build on strengths and address areas that need improvement.
- Ask your manager and key mentors, where you excel and where you can improve.
- Be open to feedback from your peers and customers for specific feedback.
- Clarify the organizational context for your expanding portfolio of knowledge and skills.

2. COACHING

Coaching provides the support you need for successful development. It’s hard to make it on your own. Even the best-trained, most-focused employees require guidance and course corrections sometimes.

- Start with your manager. If your manager understands your development goals, he or she can deliver more strategic, effective, and efficient coaching.
- Take advantage of the expertise of colleagues. In the 70/20/10 approach, 20% of learning results from coaching or mentoring. Who is the best in the skill you want to develop? Which colleague has expertise that complements your own?
- Identify a success or accountability partner inside or outside your organization (e.g., in a networking group or professional association). Agree to coach each other. You don’t have to have similar expertise or interests.

3. INTRINSIC MOTIVATION

You need to provide the fuel to stick to your development plan when other priorities on and off the job distract you. We all come to work each day with a unique blend of personal values and goals. When you are clear on what matters most to you, you’ll be better able to maintain momentum when new skills aren’t easy to apply or obstacles arise.

- Take time to reflect on your personal values and aspirations.
- Create a personal ‘why’ statement and post it where you can see it.
- Schedule regular check-ins with yourself to review your ‘why’ statement and learning strategy.

For more thought leadership and insights on trends in the learning industry visit our resource library.

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