

Core Competencies Discussion Planner

Purpose:

Once an employee completes the *Core Competencies Self-Assessment*, they should meet with their supervisor to discuss their results and plans for development.

Steps:

1. **Complete Self Assessment:** Employees should complete the Core Competencies Self Assessment for the Core Competencies they are interested in reviewing/ developing. To complete the self-assessment process they will need to provide examples from their own performance of times they demonstrated the Core Competencies. Employees should evaluate their performance against behaviour indicators and determine the level they believe they consistently demonstrate.
2. **Share results:** Once the employee completes the Self Assessment they should save/ print the assessment and share it with their supervisor. They can also print off the related Developmental Resource Guide that will provide options of development activities for each core competencies at each level.
3. **Prepare for the session:** The employee and the supervisor should book a time to meet to discuss the results and a plan to develop competencies. This maybe part of an employee's performance review or supervision but should be discussed as a strength based development opportunity and not a deficit or disciplinary discussion. Below are some ways the employee and supervisor can prepare for the session.

Employee	Supervisor
Review results of Self Assessment and DRG. Think of goals and activities that could be done to achieve goals.	Demonstrate interest in employee's development. Review results of the employee's self-assessment and the DRG in advance of the meeting to prepare for the discussion.
Prepare to be open to feedback.	Create a climate that is supportive of the employee's development. Limit discussion and ensure privacy and confidentiality of the conversation.
Set realistic goals	Provide timely coaching and behaviour examples to support coaching. Guide the discussion with out dominating or determining the outcome. Actively listen, offer your insight and check for agreement with the employee.

Identify any challenges to achieving goals or completing development activities.	Provide feedback and follow-up on the employee's progress. Recognize the employee's strengths and growth.
Take ownership for growth and development	Support the employee to take ownership for their goal and be future focused on development.

4. **Meet to discuss:** The meeting with the employee and the employer should be supportive, logical and focused on competency development. The meeting should include a discussion on the employee's strengths and the areas for growth, along with a plan for growth. In the meeting they employee and the employer should review the results of the self-assessment and determine there is mutual agreement on Core Competency level the employee consistently demonstrates. Identify Core Competencies for development and determine desired level of performance.
5. **Determine a development plan.** The employee and supervisor should agree on activities and actions the employee can take to develop the core competency. There are suggested activities in the Developmental Resource Guide. A timeline and support needed/ provided for these activities should also be noted. This plan should be documented, this could be on the agency's professional development plan. A template for a development plan is provided below to be used as needed.
6. **Implement a development plan:** Based on the timeline identified in the previous step the employee should implement the plan and the supervisor should provide ongoing support and feedback
7. **Follow-up and evaluate development plan.** Once the development plan has been implemented both the supervisor and employee should discuss and reflect on the success and the learning. Next steps should be discussed, and successes celebrated.

Core Competencies Development Plan	
Employee Name: _____	Date
Supervisor Name: _____	
Core Competency Identified for Development:	
Current Level of Consistent Performance:	Desired Level of Performance:
Best example of core competency performance at current level:	
Areas of employee's strength that will support competency development:	

Identify 2-3 activities that the employee can participate in to help maintain/ develop the core competency at the current level or grow to the next level. Be very specific in your description of the activity. Ensure that the activity is measurable so that each party knows when it has been complete. See suggested activities in the DRG for ideas and examples.		
Activity	Supports required	timeline
1.		
2		
3		
Date for coaching and follow-up discussion		
Notes from first coaching session		
Notes from additional coaching session		
Notes from final session and next steps		

(Note this is based on the Competencies Discussion Planner developed by the Hay Group)