

# Guide to Assessing Employee Development Connection Quality

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# EMPLOYEE SELF-REFLECTION

**Instructions:** Provide this tool to employees to help them reflect on their recent development connection experience. Depending on the results, employees will either schedule more regular check-ins with their development connection or they will talk to you about finding a new development connection.

Reflection Questions	Level of Agreement				
	1 (Strongly Disagree)	2 (Disagree)	3 (Neither Agree nor Disagree)	4 (Agree)	5 (Strongly Agree)
The guidance I received was specific to my current job.					
The guidance I received was actionable in my current job.					
The guidance I received was relevant to my future career.					
I have applied what I learned back on the job.					
The development interaction was a valuable use of my time.					

Total Points	Next step:
	<p><b>If your score is 20 points or above,</b> then you should continue to meet with this development connection.  <a href="#">Click here</a> to determine the best cadence for those meetings going forward.</p>
	<p><b>If your score is below 20 points,</b> then this connection may not be a useful one for future interactions.  <a href="#">Click here</a> to troubleshoot and determine how to improve the quality of your next development connection.</p>

Source: CEB analysis.

# DEVELOPMENT CONNECTION CADENCE PLANNING

**Instructions:** If you scored 20 points or more on the previous page's assessment, then use this page to plan out the cadence for your future meetings with the same development connection.

Cadence Questions	Level of Agreement				
	1 (Strongly Disagree)	2 (Disagree)	3 (Neither Agree nor Disagree)	4 (Agree)	5 (Strongly Agree)
The skill I met with my development connection to discuss is complex.					
I need explicit guidance from my development connection to learn this skill.					
The skill I'm working on with my development connection is crucial to a project that makes up most of my work.					
The deadline is quickly approaching for a project requiring this skill.					
The skill I'm developing would improve the performance of my team as a whole.					

Total Points	Amount of time needed per month to connect
	<b>If you scored 0-10 points,</b> consider meeting about 1 hour per month.
	<b>If you scored 11-20 points,</b> consider meeting about 2 hours per month.
	<b>If you scored 21 or more points,</b> consider meeting 3 hours or more per month.

## Tips for scheduling future connection meetings

- Express what went well in the previous sessions.
- Clearly articulate what you'd like to cover in future sessions.
- Explain the business value of continuing to meet.
- Outline any additional skills you'd like to cover during your sessions.
- Offer flexible dates for future meetings.

Source: CEB analysis.

# PREPARING FOR A NEW CONNECTION

**Instructions:** If you scored less than 20 points on page 2's assessment, then use this page to reflect on what went awry and what can be improved for your next development connection experience.

Reflection Questions	Responses
What did not go well?	
What could you do differently to prepare?	
What could you do differently during the interaction?	
What are you looking for in a new development connection?	

**Tips for talking to your manager when setting up the next development connection experience:**

- Clearly articulate what you did and did not benefit from in your last connection.
- Explain what type of development experiences are most valuable to you.
- Share your expectations for another development connection.
- Ask your manager for contacts for other possible development connections.
- Identify the areas where you could have handled the development connection differently.

Source: CEB analysis.