

Guide to Reflecting on the Development Connection Experience

EMPLOYEE REFLECTIONS WORKSHEET

Instructions: Provide your direct report with this worksheet to complete before you both meet to discuss his/her development connection experience.

Questions to consider:	Your thoughts:
What surprised you the most about this experience?	
What was your biggest takeaway from the experience?	
Of the examples your connection gave you on how to address your development areas, which areas will you focus on practicing?	
What will you do differently tomorrow as a result of this experience?	
What are your next steps with this particular development connection?	
What other development areas will you need to keep working on?	
How can you transfer some of what you learned to the rest of the team?	

Source: CEB analysis.

MANAGER DEBRIEF WORKSHEET

Instructions: Use this worksheet during the debrief conversation with your direct report to track his/her reactions and follow-up items from the connection experience.

Questions to consider:	Your thoughts:
How did my direct report react to the experience?	
Did my direct report gain what they needed from the experience?	
What did I do well to facilitate this connection?	
What could I have done differently?	
Is there someone else that might have been a better fit for this development area?	
What other development areas might benefit from a different connection experience?	
How will this experience affect my direct report's influence on his/her broader team?	
What did I learn from facilitating this connection?	

Source: CEB analysis.