

Build a Development Plan in 30 Minutes

How to Use This Worksheet

This worksheet is designed for managers and team members to complete together during a 1:1. All you need is the intent to support meaningful, visible, and self-directed growth. It's based on Inbo's experience supporting adaptive, human-centered leaders and teams.

STEP 1: Start With What Matters (10 min)

"What does growth mean to you right now?"

Check any that resonate:

- ☐ Deepen skills in my current role
- ☐ Take on new challenges or stretch projects
- ☐ Gain more visibility or influence
- ☐ Build leadership confidence
- ☐ Have more flexibility or autonomy
- ☐ Feel more connected to the team or mission
- ☐ I'm not sure, let's explore together

In their words:

STEP 2: Explore Core Growth Drivers (15 min)

These questions align with the five dimensions of growth that foster engagement and retention.

Elbow Room (Autonomy & Flexibility)

Where do you want more freedom or flexibility in how you work?

Learning & Mastery (Stretch & Skill Building)

What new skill or challenge are you excited to take on? Where would you benefit from more coaching or feedback?

Belonging (Trust & Psychological Safety)

When do you feel most seen and valued at work? What helps you feel like you belong on this team?

Visible Contribution (Connection to Impact)

How do you know your work is making a difference?
What kind of impact do you want others to see more clearly?

Influence (Voice & Decision-Making)

What would you love to help shape or improve?

STEP 3: Co-Design Growth Actions (10–15 min)

Pick 1–3 development moves together that match their goals.

Stretch Projects

- ☐ Lead a project or working group
- ☐ Test/pilot a new process or tool
- ☐ Facilitate learning for others

Learning & Feedback

- ☐ Get coaching or peer mentorship
- ☐ Enroll in a course or self-study plan
- ☐ Pair up for a skill-swap

Visibility & Impact

- ☐ Present work to a new audience
- ☐ Share regular updates cross-functionally
- ☐ Contribute to a company-wide initiative

Influence & Voice

- ☐ Join a decision-making process or committee
- ☐ Help shape team rituals, strategy, or culture

Autonomy & Flexibility

- ☐ Redesign aspects of role, time, or workflow
- ☐ Explore hybrid or async work experiments

What will you focus on first?

STEP 4: Make It Real (5 min)

Support I need from my manager:

How will I know I'm growing?:

First next step:

Check-in date (in 1 month):
