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# Personal Development Plan

TriMetrix® HD

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## Introduction

Your Personal Development Plan employs a concept that emphasizes specific developmental experiences to fulfill the mutual goals of your individual career development and organizational enhancement. Your plan is uniquely tailored to your individual needs.

The Personal Development Plan is a personal action plan that helps you to identify the training and other developmental experiences needed to master the soft skills that will optimize your career potential within a specified timeframe.

The goal of this Personal Development Plan is to assist you in developing your skill-set to bring your scores up to desired level. As you know, your areas for development were identified in your TriMetrix® HD Job/Talent Comparison Report.

The first step in your development process should be to identify an activity partner or mentor/coach. Their role is not only to help you identify specific developmental activities to help you master each identified area, but to also offer guidance, wisdom, experience and encouragement.

All development plans require:

- Goals
- Timeframes
- Action steps/methods
- Evaluation

Keep these in mind as you work with your activity partner in putting your detailed plan together.

Your development areas include:

### Competencies

- Customer Focus
- Personal Accountability
- Self Management
- Interpersonal Skills
- Persuasion
- Resiliency
- Written Communication



# Self Management

Demonstrating self control and an ability to manage time and priorities.

- Effectively manages emotions and impulses – EQ.
- Effectively manages time and priorities to meet deadlines
- Presents self assertively
- Demonstrates an ability to maintain composure in the midst of crisis
- Strives for continuous improvement
- Balances personal and professional life
- Takes initiative and acts without waiting for direction
- Accepts responsibility for actions and results

Based on your competency rating compared to the requirements of your job, check the word that best indicates the amount of effort you will have to put forth to master "Self Management".

Significant

Moderate

## Evaluation/Measurables

How am I going to feel when I've improved my abilities and mastered "Self Management"?

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What impact will mastery have on my career or personal life?

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What will I hear others say about me after I master "Self Management", with regard to my skill and development?

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# Self Management

## Personal Development Plan Contract

Development Activities	Start Date	End Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity Partner Signature

\_\_\_\_\_  
Date



# Development Activities

*Your Personal Development plan can be enhanced by adding activities to augment your learning:*

## Formal training

Formal learning occurs through a controlled and structured approach on a broad-based institutional level. Formal training is based on some standard form and it might include declaring certain learning objectives, using a variety of learning methods and applying evaluation activities. Formal training may include: Product training, general customer service or sales training or analysis of company policies and procedures, etc.

## Quiz

Testing what has been learned will reinforce the information. Flash cards are one of the best ways to quickly reinforce learning. And it's fun.

## Reading

Have a list of topics and compile articles, books, blogs, periodicals, websites and company information on each topic. This will give you a choice of different formatted reading materials to expand your knowledge and skill.

## Role Playing

People often learn better by being part of a learning experience. For example, effectively answering a sales or customer service concern to practice a response is an incredibly powerful exercise. Through coaching, the response can be fortified and then replayed. Learning is absorbed through reenactments.

## Shadowing

Learn by osmosis! Job shadowing involves spending time with a mentor or another employee to see how the skills you have learned in training relate to your job. Job shadowing can be done as part of a formal program organized by human resources or can be scheduled informally by a supervisor. A job shadow experience can be as brief as a few hours or a day, or may be as long as week or more.

## Keep a journal

This isn't exactly the same as a notebook. Journaling has to do with tracking experiences over time. Research shows that the more experiences one is involved in the more developed are their soft skills and emotional quotient. If you add in visual details, charts, brain maps, etc., you have a much more creative way to keep tabs on what you are learning. Take a topic and journal about it and discuss the results at the next meeting.