

plum

Talent Guide Worksheet

For your professional development



HOW TO USE YOUR TALENT GUIDE

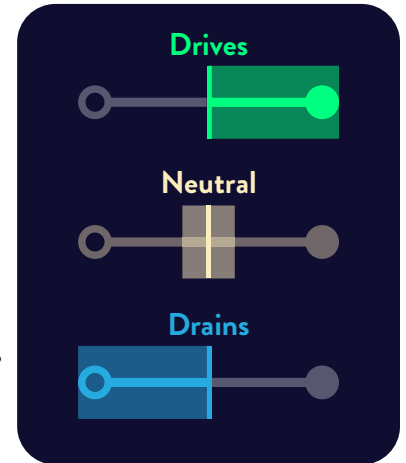
Reviewing your Plum Talents

Your Talent Guide shows which Talents drive you and which ones drain you. Understanding what drives and drains you empowers you to understand where you can truly thrive.

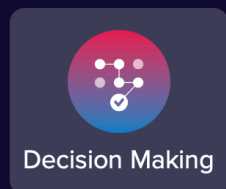
Talents that drive you are those that energize you, give you a strong sense of self-worth, and make you perform at an exceptional level, day-in and day-out.

Talents that drain you take more energy and are more taxing. Just like phone batteries, if you're constantly spending time on activities that drain you, without getting a chance to recharge, you're going to burn out.

In your Talent Guide, click on any of the Talents to review the competencies that make up that Talent. Click on the **SUGGESTIONS** tab to see ways that you can maximize your potential.



Your Talents in order of which drive you the most (top = most driven)



COMPETENCIES

SUGGESTIONS

Making high-quality decisions based on limited information.

Decision Making is based on your abilities...

Drains | Neutral Drives

Acting with confidence

Making decisions confidently, decisively, with positivity, and with a clear rationale

Expressing opinions and beliefs

Seeking to make decisions and direct others' actions

Being self-assured, optimistic, and accepting of criticism

Speaking clearly and conveying positivity



Adaptation



Innovation



Teamwork

After reviewing your Talents and familiarizing yourself with the interface, continue with this worksheet to help you build your personal development plan.

Planning your development

Receiving feedback can be an interesting experience. Perhaps when reviewing your results you thought to yourself, “Yes, this totally describes me!” Or, maybe you thought, “There are parts of this that are right, but I don’t agree with X or Y.” All reactions are welcome.

The point of the results is to provoke self-reflection, discussion, and developmental action. It’s up to you what aspects of the results you choose to focus on and explore. This guide gives you the tools to build your unique personal development plan - and that plan looks different for each individual.

Exploring your results

Take a moment to take a closer look at your results in the Plum Platform.

Select a Talent to explore and take a deeper dive into the **COMPETENCIES** tab and behaviors that make up that Talent. Note that your Talents are arranged in the order of the ones that drive you the most at the top to what drains you the most at the bottom.

Ask yourself...

“Are there situations where I might rely too much on a certain Talent?”

“What additional Talents might I want to develop to round out my development?”

“What will I need to continue to refine for future roles?”

“What might be required of me in my next role, and for my overall career direction?”

The **SUGGESTIONS** tab describes how you may develop each talent in reference to your boss, peers, direct reports, and self. It also provides advice to develop that Talent if you wish.

Building your personal development plan

Let's start building your personal development plan. There is a template on Page 6 that you can fill out as you go along.

Development goals

There are several approaches you can take to choosing a goal:

- ▶ **Select a Talent to leverage more than you currently do**
- ▶ **Select a Talent to develop and enhance**
- ▶ **Select a draining Talent and consider strategies to overcome or work around it**

Specific actions

Breaking your goal down into specific actions gives you a clearer picture of what you actually need to do. Aiming to be “more adaptable” is a good first step, but will not get you very far because “more adaptable” can mean a lot of things.

How do you choose the specific actions you want to take?

- ▶ **Explore the SUGGESTIONS tab for each Talent, which contains development advice.**
- ▶ **You may have some of your own ideas of developmental actions you wish to take.**

Pick developmental suggestions that:

- ▶ **Energize you and are something you care about.**
- ▶ **Push you out of your comfort-zone.**
- ▶ **Help you meet your current or future goals and aspirations.**

Use the 70-20-10 method:

70% of learning is experience-based; on-the-job activities and assignments.

20% of learning is through others; coaches, mentors, job shadowing, and feedback.

10% of learning is through formal channels; seminars, webinars, reading, courses, etc.

Obstacles

What are some obstacles or derailers that may impede you in your goal progress? For example, strong attention to detail could mean that you find it challenging to delegate work to others.



Setbacks will inevitably happen in development. Focus on practicing the behaviors that will improve your skills first, regardless of whether you immediately achieve success.

Talents to leverage

Research shows that leveraging our natural strengths is a more impactful (and enjoyable) development process. Which Talents can you leverage to meet your development goals?

Timelines and key milestones

Setting measurable goals helps to hold us accountable. Reaching milestones also gives us a sense of our progress. What are some realistic, yet challenging timelines or milestones that you can attach to your goals?



Put reminders in your calendar for your key milestones. It can be easy to forget about a personal development plan when you're busy with everyday work. This will act as a reminder to make development a priority.

Resources

Often, the best resources are people - your boss, a trusted colleague, a family member, etc. They can provide you with feedback and hold you accountable.

Your organization may also have resources you can leverage, such as a mentorship program or training programs for specific skills.

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Next steps

1. Have a conversation with your boss about your Discovery Survey results and personal development plan. Ask them for feedback. Have a conversation about how they can support you in reaching your goals.
2. Revisit your personal development plan regularly. This plan will not be useful if you create it and never look at it again. Schedule a specific time and date in your calendar to review and edit your plan. This way, tracking progress on your goals becomes automatic.

Worksheet: your personal development plan



Print this page

If you have multiple goals, print this sheet as many times as you need.

Development goal

Specific actions



Obstacles

Talents to leverage

Timelines and key milestones

Resources

Next steps

1. Schedule a conversation with your boss to review your Discovery Survey results and personal development plan.
2. Schedule times in your calendar to review your personal development plan and make revisions.

Checklist for assessing your personal development plan



Print this page

Review this checklist to ensure that your personal development plan is as strong as it can be:

- Focus on areas that will help you achieve short- and long-term career goals.
- Ensure your development goals push you out of your “comfort zone.”
- Select strategies that leverage on-the-job activities, opportunities for coaching from others, and formal methods of learning (e.g., courses, reading).
- Select Talents to leverage.
- Ensure you have measurable metrics to support progress.
- Share your plan with your manager and incorporate their feedback.
- Share your plan with others who may be able to help support your goals.