

# DEVELOPING TALENT

## DEVELOPMENT CHECKLIST

- determine results for the future
- write a profile for every role specifying the skills and knowledge it requires
- record status quo of your talent pool
- match profiles with talent pool and record gaps
- estimate development needs using structured questionnaire and define process
- start with critical roles, then expand offers to entire staff
- involve staff and explain the company's strategy
- know about employees' feelings and satisfaction levels
- plan for assessable timespan with no major changes
- plan constant re-and upskilling and regular monitoring for educated decisions at any time
- introduce general training for certain groups
- be prepared for (digital) disruptions
- find agreement with employees to stay after training

| DEVELOPING TALENT: CONVERSATIONS WITH EMPLOYEES   |   |
|---|---|
| DO  | DON'T   |
| <ul style="list-style-type: none"> <li>• Take your time and let the employee feel involved</li> <li>• Create a comfortable atmosphere for the talk, trying to understand their aspirations and personal circumstances</li> <li>• Structure all talks in a comparable way as much as possible</li> <li>• Ask about the talents available on the employees side, also the currently unused ones</li> <li>• Give them support in realising their talents, hinting at personal experiences and hobbies as much as you know them and see fit</li> <li>• Talk about the dream work in the future</li> </ul> | <ul style="list-style-type: none"> <li>• Use a template from books, online or consultancies without personalising it</li> <li>• Expect a one-size-fits-all plan</li> <li>• Come unprepared without profiles for all positions</li> <li>• Rush them to answers, offering personal information takes time</li> <li>• Waste time on talents not related to the company</li> <li>• Belittle or laugh about any talents mentioned</li> </ul> |

# INTRODUCING THE STRUCTURE OF THE TALENT4LIFE PERSONAL DEVELOPMENT PLAN

## Step 1: Review the Talent4LIFE Personal Development Evaluation (Chapter 7 of the Handbook)

- Answer questions concerning the perceived talents and skills of each employee from the employer's and the employee's perspective.

## Step 2: Core Talents for further development steps

- Find and define available and needed talents and agree on developing them through a guided interview.

## Step 3: Megatrends demographic development & digitalisation

- Learn about them and their influence and define measures to address them, opening areas for developments and further defining the use of the talents/

## Step 4: Work-life-balance

- Measure the work life balance of each employee and find ways to address it short-, middle- and long-term.

## Step 5: Steps to reach agreed developments

- Define the actual steps to reach the development using the SMART method for the next one to three years.

## Step 6: Milestones, common monitoring points and due dates

- Set milestones and realistic due dates and common monitoring points to rate the development and ensure its execution or adaptation.

SCAN THE QR CODE TO DOWNLOAD THE FULL RESOURCES



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