

# Personal Development Plan

Name:

Date

2-5 Year Professional Goal:

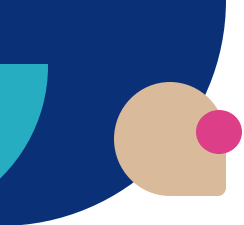
Skill Development  
Opportunity

Action Plan  
(SMART)

Resources  
Needed

Timeline

How I will use  
my Strengths:

# Personal Development Plan

Anticipated barriers:

How I will navigate around the barriers:

## Personal Board of Directors

Name:

Value/Expertise:

Value/How often will you  
meet with them?:

# Agenda

1:1 meetings between a leader and an employee are essential for building a strong working relationship, providing feedback, addressing concerns, and ensuring alignment on goals. The specific questions you ask can vary based on the context, the individual, and the nature of the work. However, here are some important and general questions that a manager may consider asking during their 1:1s.



## Well-being and Work-Life Balance:

- + How are you doing overall?
- + How are you managing your work-life balance?
- + Is there anything I can do to support your well-being?



## Performance and Progress:

- + What successes (wins) have you had since our last meeting?
- + What updates would you like to share (day-to-day tasks, projects, goals)?
- + What obstacles or challenges are hindering your progress?



## Goal Alignment:

- + Do you feel that your current tasks align with your professional goals?
- + How well do you feel your work aligns with the mission of the company?



## Feedback, Recognition, and Appreciation:

- + How do you feel about the feedback you've received on your work?
- + Is there any specific feedback you would like from me?
- + Is there anything you feel particularly proud of accomplishing recently?
- + What feedback would you like to share with me to help me be a stronger leader for you?

# Agenda



## Career Development:

- + Where do you see yourself in your career in the next year or two?
- + What are you not doing in your role currently that you'd like to do (or do more of)?
- + Are there specific areas you'd like to focus on for professional development?
- + Are there opportunities or projects you're interested in taking on to further your professional growth?



## Workload and Time Management:

- + How are you managing your workload? Is it reasonable, or do we need to adjust priorities?
- + Are there tasks that you find particularly challenging or engaging?



## Stay Interview Questions:

- + On a scale of 1-10, how satisfied are you with your current role?
- + What keeps you working here? What do you love the most?
- + What would make you want to leave the organization?

# All About me Questionnaire

Name:

You can call me (preferred name):

My Birthday is:

You can reach me at:

A few or my favorites are:

 **Color:** \_\_\_\_\_

 **Restaurant:** \_\_\_\_\_

 **Hobby:** \_\_\_\_\_

 **Vacation location:** \_\_\_\_\_

 **Snack:** \_\_\_\_\_

 **Beverage:** \_\_\_\_\_

 **Family tradition:** \_\_\_\_\_

 **Sports team:** \_\_\_\_\_

 **Holiday:** \_\_\_\_\_

My favorite way to be recognized:

☐ **Public:** Announce achievement to everyone

☐ **Private:** A note, email or in person message

I feel most appreciated by:

☐ Kind, appreciative, encouraging words

☐ Small gifts, treats, or gift cards

☐ Quality time with my leader and/or team

☐ New opportunities or challenges

If I found a gift card for...  
I would spend it at:

\$5

\_\_\_\_\_

\$25

\_\_\_\_\_

\$50

\_\_\_\_\_

More about me

I am inspired by: \_\_\_\_\_

The craziest thing I have ever done: \_\_\_\_\_

My pet peeves: \_\_\_\_\_

My secret talent that no one knows about: \_\_\_\_\_

Days & times I prefer to be "logged off": \_\_\_\_\_

At work, this energizes me: \_\_\_\_\_



# Difficult Conversations Framework

## Assume Positive Intent

Why would a reasonable, rational, and decent person do what this person is doing? – Crucial Conversations.

## Share your intention

Help the other person understand your positive intent and desire to align on a common purpose.

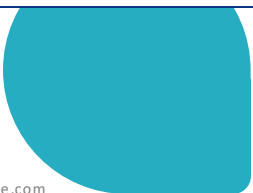
## State the facts

Not your opinion or story. The facts should be indisputable.

Describe the **impact** of their behavior or your concern.

## Seek input

Offer an open-ended question for them to respond to.



Let silence do the heavy lifting. Give them time and space to process their thoughts.

# GROW Model for Coaching

The GROW model for coaching is a simple framework that will guide you through a coaching conversation with your employees.

## GOAL

- + What would be an ideal outcome?
- + What would you like to achieve?
- + What will success look like?

## REALITY

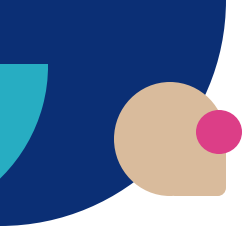
- + What is within your control that will make a difference?
- + What is going well that you can build on?
- + What barriers are you facing?

## OPTIONS

- + What do you see as the next step?
- + What ideas do you have to move closer to the desired outcome?
- + What else?

## WAY FORWARD

- + What is one small step forward you can commit to?
- + How will you hold yourself accountable?
- + Who can support your efforts?



# Start Leading Guide

## Work Activity Categorization

Use the table below to categorize the work activities you do on a daily, weekly, or monthly basis. Which activities require the knowledge, skill, access level of a leader in the organization? Which activities could be done by someone on your team?

### Leader Activities:

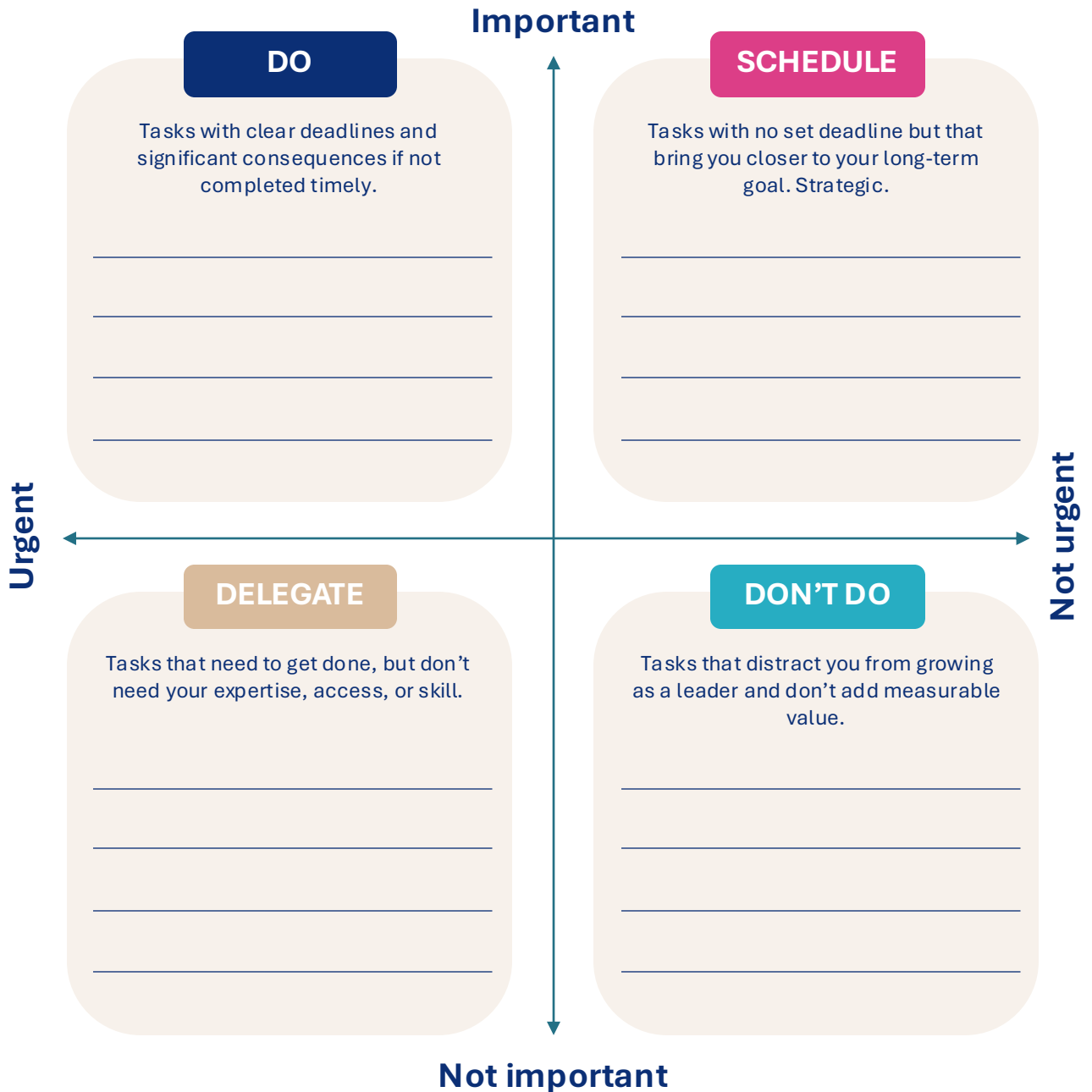

### Employee Activities:




# Start Leading Guide

## Eisenhower Matrix

Use the matrix below to further categorize the Leader Activities from the previous page.





# Start Leading Guide

## Five Levels of Delegation by Full Focus

1

### Do as I say

- + When you have already researched the options and determined exactly what needs to be done.
- + This means do exactly what I have asked you to do, do not deviate from my instructions.

2

### Research and Report

- + Ask your team member to research the topics, gather information, and report what they discover.
- + You will discuss it with them and then you (the leader) will make the decision and tell them what you want done.

3

### Research and Recommend

- + Ask your team member to research the topic, outline the options, and bring your best recommendation along with the pros and cons of each option. They should recommend a course of action
- + If you agree with them, authorize them to move forward.

4

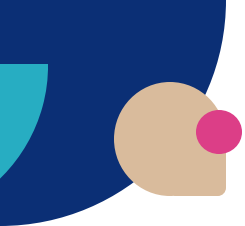
### Decide and Inform

- + Allow your team member to make a decision and then tell you what they did. You trust them to do the research and make the best decision they can and to keep you in the loop. This keeps you from being surprised by someone else if the decision goes sideways.

5

### Act Independently

- + Allow your team member to make whatever decision they think is best, no need to report back, you trust them completely. You know they will follow through and you have given them your full support.



# Start Leading Guide

Putting it into Practice

What activity are you delegating:

Who will you delegate it to:

What level do you need to delegate at?

1 2 3 4 5



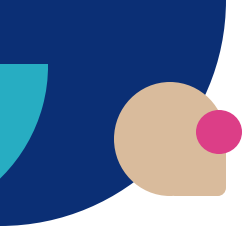
What support will your team member need?

What support will you need?

What will your team member gain by doing this task?

What will you gain by delegating this task??

When will it be fully delegated?



# Start Leading Guide

Putting it into Practice

What activity are you delegating:

Who will you delegate it to:

What level do you need to delegate at?

- 1
- 2
- 3
- 4
- 5



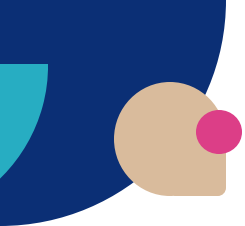
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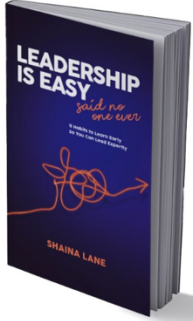
What will you gain by delegating this task??

When will it be fully delegated?

# Ready for more? Get the book!

## Leadership is Easy (said no one ever)

11 Habits to Learn Early so You Can Lead Expertly



Those who say leadership is easy, are probably doing it wrong.

Leadership isn't a destination to arrive at; it is a journey filled with ups and downs, twists and turns where only the courageous thrive. The most memorable leaders recognize that their new role isn't about them, but about creating a high-performing environment and bringing out the best in their team members.

After being tagged numerous times for leadership roles based on nothing more than a tireless work ethic and obsessive focus on being dependable, Shaina discovered early on that leadership isn't just about technical excellence – it's about something deeper.

In her mission to uncover the secrets of effective leadership, Shaina spent two decades studying what it means to lead people from a practical perspective. Now, she's ready to share the **11 transformative habits** that lay the groundwork for successful leadership.

This quick, easy-to-read book will take you on a journey where your path becomes clearer, the challenges more conquerable, and the rewards infinitely greater. Each page reveals a new insight, a modern perspective, and a chance to reflect on where you are and where you want to go.



Amazon Best Seller!

**Leading People Is Hard. It Can Be Easier.**  
**This Book Will Help!**

## Meet the Author

**Shaina Lane** is a speaker, author, and executive leadership coach. She's on a mission to help leaders stop playing small and start choosing bold, brave, and better every day. She holds an M.Ed. from Auburn University and the SHRM-CP credential. She is also equipped with several coaching certifications.

ICF – Professional Certified Coach | Certified Executive Leadership Coach | Gallup Certified Strengths Coach |  
Certified Professional Career Coach | e2grow High-Performing Teams Coach



**Shaina Lane**  
SPEAKER • AUTHOR • COACH

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