Talent Development Plan
When utilized correctly, the Talent Development Plan portion of the Performance Appraisal Tool can be extremely transformative, motivating, and impactful. The creation of an employee’s Talent Development Plan should be a two-way conversation that considers an employee’s goals and aspirations, and gives supervisors the chance to make an investment in the employee’s future.

Learning Opportunities
The following is a list *(not comprehensive)* of available learning opportunities for you and your employees.

<table>
<thead>
<tr>
<th>On Campus or at Home</th>
<th>Off Campus</th>
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</thead>
<tbody>
<tr>
<td>Dare to Learn Academy</td>
<td>• <strong>AMA</strong> (American Mgt Assoc)</td>
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<td>• Instructor Led</td>
<td>• <strong>National Seminars Training</strong></td>
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<tr>
<td>• Virtual—video/audio</td>
<td>• <strong>ASAP</strong> (American Society of Admin Professionals)</td>
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<td>• Networking Groups</td>
<td>• Trade Certifications</td>
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<td>• Lending Library</td>
<td>• Local/Regional/National Conferences</td>
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**Talent Development Opportunities:**
- Staff Meeting Starters
- Retreats
- Coaching/Consulting

**SkillPort (Supported by ITS):**
- Books 24/7
- Videos
- On-line courses—technical or transferable skill development

Is the talent development plan required?
Yes. Each employee must have at least one development goal each performance cycle. The supervisor determines with each employee the appropriate development goal(s) for the cycle.

The supervisors are expected to set development goals to address performance deficiencies for employees who received any rating of Not Meeting Expectations on their last performance appraisal.

What kind of activities can be included in the talent development plan?
Development goals can include training programs, committee work, conference presentations or attendance, or related activities that maintain, develop or broaden employee skills relevant to their current position and/or their career path or to their role in service to the work unit or the broader University community.
Sample Talent Development Plan

TALENT DEVELOPMENT PLAN

At the beginning of the performance cycle, the supervisor should discuss development opportunities with the employee and list below any development activities established for the current cycle. Include resources that will be provided to the employee and indicate deadlines as needed. Progress under the talent development plan should be discussed periodically during the cycle with the employee.

Considering the learning and talent development opportunities you learned about at the Full Cycle Development Information Session, I would like you to invest at least 20 hours in your own professional development. At a minimum, I would like you to attend the two Full Cycle Follow-Up Workshops (3 hours each), and/or the complete Spring EPDR Leadership Certificate (four full days).

Details:
- Send me an email detailing the activities (seminars, online learning, coaching, consulting, conferences) you have interest in participating in over the next performance cycle (due Nov. 31).
- During the off-cycle reviews (talent conversations), I would like you to share what you have learned so far, how you plan to apply what you have learned, how I can help you, how it can benefit others inside and outside the department, and what results and challenges you have experienced in the application process.

Additional Talent Development Resources

D2LA Talent Development Research Teams
Who we serve:
- Leaders looking for learning for their employee.
- Leaders looking for learning for their teams.
- Employees looking for learning for themselves.

Email a learning request to: D2LA@uncw.edu.

We will search for multiple learning options that fit:
1. the desired development need;
2. preferred learning format;
3. and budget.

CLICK HERE to download a fillable talent development planning worksheet!

Use this worksheet to brainstorm and develop clear talent development goals, including identifying the development opportunity, establishing the desired outcome, and measuring the actual outcome. Copy and paste what you put in this worksheet into your Full Cycle Appraisal Tool.