



# PEOPLE DEVELOPMENT CHEAT SHEET

Tool's Name	When to use	Purpose
Kick Off Conversation	<ul style="list-style-type: none"><li>• During Onboarding</li><li>• During Supervisor Transition</li></ul>	To clarify & define expectations, understand how someone thrives.
Values & Job Expectation Matrix	<ul style="list-style-type: none"><li>• When starting a new role*</li><li>• When additional clarity is required</li></ul>	Collaborate with employee to provide clarity for employee & manager of role
1:1's	<ul style="list-style-type: none"><li>• Biweekly*</li></ul>	To strengthen relationships between supervisors and employees. These conversations should engage, energize, and direct employees.
OKR's	<ul style="list-style-type: none"><li>• Quarterly*</li><li>• When someone needs stretch goals</li></ul>	To create clear goals and Identify how employees or teams can accomplish said goals. This also aligns your team members efforts.
Growth Talks	<ul style="list-style-type: none"><li>• Quarterly*</li><li>• When observing someone's performance progress</li></ul>	To review progress of set goals, provide feedback, celebrate success and failures and reassess goals and learning opportunities.

\*This tool is recommend for all employees on this timeline



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Journey Exploration	<ul style="list-style-type: none"><li>• As needed</li><li>• When someone has an idea of where they want to go</li></ul>	To help set a personalized journey for each individual and identify the strengths and skills needed to obtain their goal.
Exploration Conversation	<ul style="list-style-type: none"><li>• As Needed</li><li>• Yearly*</li></ul>	To explore what makes your employee's feel energized, produce the best work, and have the best experience.
Values Matrix	<ul style="list-style-type: none"><li>• As Needed</li></ul>	To clarify & define expectations in relation to your team/company values.
Redirection	<ul style="list-style-type: none"><li>• As Needed</li><li>• When outcomes are not being met</li></ul>	To redirect behavior or performance to meet team, program, or company goals/standards
Decision Day	<ul style="list-style-type: none"><li>• As Needed</li><li>• When outcomes are not being met &amp; potential may be low to meet the outcomes</li></ul>	To provide the employee a chance to develop their own plan to adjust behavior or performance to meet team, program, or company goals/standards

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