

NC STATE UNIVERSITY

NC State University Human Resources Abbreviated Employee Learning Plan Discussion Guide

The Abbreviated Employee Learning Plan Discussion Guide is an optional resource that managers and employees may use during the performance-planning process at NC State. This guide was created to facilitate discussions that focus on employees' professional goals, motivations, talents, strengths and personal development. To incorporate this guide into the performance planning process, we suggest asking your employees the below questions during the new performance plan meeting, or you may ask the employee to complete the questions prior to meeting.

1. What excites and motivates you about your job at NC State?
2. What talents and strengths are you leveraging to be successful in your role? What other talents and strengths do you have that would benefit your department and NC State?
3. What aspects of your job would you like to do less of and why? What kinds of tasks and projects are you less interested in performing?
4. What are your professional development goals for the next 12 months? What are your professional development goals for the next three years? What specific actions can you take to achieve those goals and how can I support you in achieving these goals?

Note: Managers can add this document to the employee's file as supplemental materials. Managers should set reminders to check in with the employee to confirm the employee is actively taking part in creating the employee's professional development and diversity, equity and inclusion plans.