


When diagnosing development needs for yourself or an employee it's important to determine what the gap is, the types of questions to ask, and development tactics to address the gap.

Using the following guide will help you plan for and write more relevant, meaningful development plans so that you can identify appropriate learning activities.

Gap	What is it	Questions to ask	Development tactics
 Knowledge	<ul style="list-style-type: none"> • What you know • Information you need to be successful 	<ul style="list-style-type: none"> • Do you need additional information? • Do you need to increase your knowledge around a particular subject area? 	Education: training, academic or professional development, subject matter research, reading
 Skill	<ul style="list-style-type: none"> • What you do • Behavior you exhibit 	<ul style="list-style-type: none"> • Do you know how? • Can you demonstrate the skill or behavior? • Have you used the skill successfully in the past? 	Experience: impact projects, stretch assignments, peer coaching, observational learning
 Values or Mindset	<ul style="list-style-type: none"> • The way you think • What you believe 	<ul style="list-style-type: none"> • Are your values aligned with those of the organization? If not, are you willing to compromise? • Are you philosophically aligned to the strategic direction of the company? If not, are you willing or able to change your mindset? • How is your point of view helping you achieve your goal or getting in your way? • Do you have a learning mindset? 	Exposure and exchange: coaching, mentoring, feedback, self-reflection, presenting, industry or professional organizations
 Personality or Intelligence	<ul style="list-style-type: none"> • How you are hard wired • Inherent attributes 	<ul style="list-style-type: none"> • Do you demonstrate insight? • Can you change? Do you want to change? • Do you have the inherent attributes needed? • Are there job aids that would help? • Can your job or responsibilities be altered so others may be able to compensate for the weakness? 	Self-awareness: assessment, coaching, self-study or practice, role rotation, reading

Sources: <http://www.halogensoftware.com/learn/infographics/diagnosing-development-needs>
<http://taglar.com/>

What's next?

Employee development is a joint effort between organizations and employees to ensure there are opportunities for individuals to learn new skills, refine existing skills, and build knowledge and experience. Investing in employees not only leads to more engaged and productive workers, but also higher loyalty.

Here are additional resources related to learning, development and employee engagement.

- 1 [Bridge the Engagement Gap - Infographic](#)
- 2 [10 benefits of a true learning culture](#)
- 3 [How To Establish A Culture Of Continuous Learning And Development](#)
- 4 [Employee development templates](#)
- 5 [Development Plan adoption kit \(Administrator resource\)](#)
- 6 [Adding a Development Plan in TalentSpace](#)

Also, check these sites out for other helpful resources.

- [Halogen Champions HQ](#)
- [Customer Success Portal](#)
- [Halogen Software Learn](#)
- [TalentSpace Blog](#)