Reviewee Developmental Review - Thinking about development actions (70:20:10 model)

How to identify development actions

Learning happens every day. As humans we are constantly making sense of our environment. We are conditioned to learn, so much so we probably don't even realise when learning is actually taking place.

Most people associate learning with attending a structured training programme. However, in the majority of cases learning happens **on-the-job** by taking on **new responsibilities** and **expanding our knowledge** of our role. In other instances learning occurs when we learn something new about our behaviour by **receiving feedback** from others.

There are three types of learning that can be used to develop our skills, knowledge, and experience, these are **experiential, social and formal**. Below are some examples of the development actions that are associated with each type of learning.

These examples can be used to consider what is the **best development solution** for you to engage in to learn new skills, develop current skills to a greater proficiency level or take on additional responsibilities and prepare for future roles in your career plan.

Learn & Develop Through Experience

Expand the scope of work
- Take on new responsibilities
- Increase span of control
- Increase decision-making authority
- Substitute for manager in meetings
- Take on managerial responsibilities

Learn through solving real problems
- Participate in a group to solve a real business problem
- Apply new learning in real situations
- Use feedback to try a new approach to an old problem
- Take on new work and solving problems within role
- Introduce new techniques and approaches

Learn through new experiences
- Champion and/or manage change
- Cover for others on leave
- Gain exposure to other departments/roles
- Work with a recognised expert
- Take part in project or working group
- Take on stretch assignments
- Increase interaction with senior management, e.g. meetings, presentations
- Make time for day-to-day research and reading
- Research and apply best practice
- Apply standards and processes, e.g. Six Sigma

Learn & Develop Through Others

Feedback
- Seek informal feedback and work debriefs
- Seek advice, ask opinions, sound out ideas
- Obtain coaching from manager/others
- Use manager/report 1-to-1 meetings for reflection

Structured mentoring and coaching
- Take on a mentoring role / get a mentor
- Teach colleagues how to do a component of their jobs
- Establish or join professional communities

Communities and Sharing
- Proactively learn through teams/networks
- Curate and share what you're doing with colleagues
- Build internal and external personal networks/contacts
- Play active role in professional/industry associations
- Participate in facilitated group discussion

Learn & Develop Through Structured Training Courses

Courses, workshops, seminars
- eLearning courses and modules
- Classroom Training
- Professional qualifications / accreditation
- Certifications
- Formal education, e.g. University, Business School