Below are several suggested questions to ask to plan for a development conversation with your direct report.

1. Where should he/she be a year from now in terms of job satisfaction, skill development, accomplishments, and readiness for other jobs?

2. Have changes recently occurred in your unit -- how will they affect him/her?

3. Is development needed to create challenge and personal growth or as a solution to a performance problem?

4. Is development needed to prepare for new responsibilities?

5. What strengths does the individual demonstrate that you want to leverage?

6. Which skills, if improved, would impact performance the most?

7. Does your direct report have an up-to-date development plan?