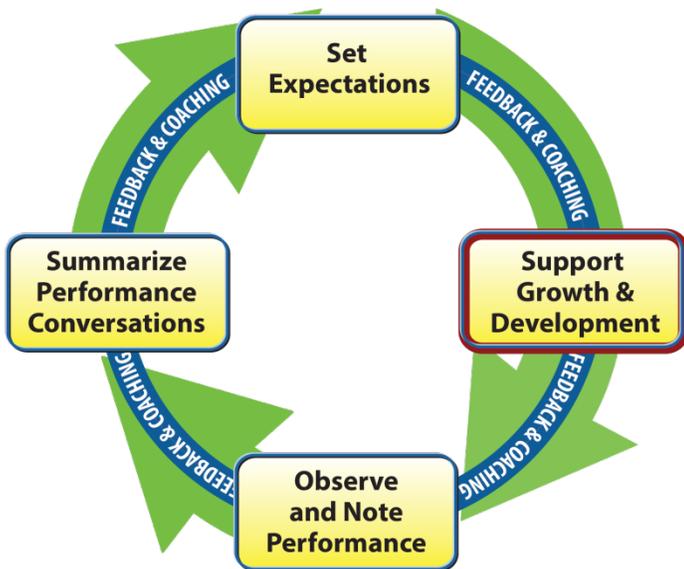


Supporting Growth & Development: Learning Roadmap

One component of the FACE of Performance model is *Support Growth and Development*. The focus of this component is on employee learning and professional development.



As supervisors engage in face-to-face conversations with their employees, it is important to include some time discussing an employee's learning. The growth and development in this area may be driven by a business need or the employee's own interest.

In order to help facilitate the conversation about growth and development, employees and supervisors have access to a new tool, [Learning Roadmap](#). This tool will help make an assessment of "where you are" and "where you would like to be in the future," as well as providing a roadmap for your career journey.

The Roadmap is provided in two easy-to-use formats: (1) a [printable form](#) to print and complete by hand, and (2) a [fillable form](#) that allows answers to be typed into a PDF form.

The Learning Roadmap tool provides a way for employees to:

- Build an accurate picture of current skills, knowledge and abilities.
- Examine professional and career plans.
- Identify learning needs.
- Develop a plan to fill the gap between existing strengths and those needed to reach career goals.

Supervisors can encourage their employees to complete the **Learning Roadmap** tool independently or the supervisor and employee can complete it together. Once completed, the employee and supervisor can review the information and see what learning should take place. Keep in mind that classroom learning will help an employee develop 10% or less. The bulk of employee learning—approximately 70%—takes place through new experiences on-the-job.

Supervisors play a key role in employee development. As a supervisor, you provide new learning opportunities for your employees, offer feedback about their performance and help them achieve career goals.

This month, take some time to talk to your employees about their growth and development using the **Learning Roadmap**.

