

Developing Others: **TOP 20 IDEAS**



- 1** Give candid feedback frequently to help people understand their performance.
- 2** Have 1:1 meetings regularly (at least once every two weeks) to understand progress and coach individuals through challenges and obstacles.
- 3** Help people understand their strengths and areas where they excel. Identify opportunities for people to use their strengths in their day-to-day work.
- 4** Have discussions with team members about their interests, values, and passions.
- 5** Partner to build a development plan for each individual and follow up regularly on their plans.
- 6** Hold dedicated meetings for career conversations (at least quarterly). Help people identify career options and opportunities.
- 7** Look for ways to challenge your team members and give them new experiences.
- 8** Delegate some of your tasks to help others acquire new skills and knowledge.
- 9** Invite team members with less experience to work with you on projects.
- 10** Connect your team members who have a great deal of experience with those who have less experience so they can learn from the experts.
- 11** Have a regular lunch-and-learn where individuals share new information or approaches with each other.
- 12** Look for opportunities for your team members to learn from outside experts in other functions.
- 13** Pay attention to assignments within the organization where individuals would be able to develop new skills and increase their career potential.
- 14** Cross train individuals to get them ready to take on a new job when changes occur.
- 15** Encourage your team members to learn from their mistakes.
- 16** Look for ways for individuals to be more visible in the organization and build their credibility. Discuss their accomplishments with their colleagues and senior leaders.
- 17** Help individuals build their networks both inside and outside the organization.
- 18** Look for opportunities for team members to coach each other or teach each other a new skill.
- 19** After a difficult project is complete, debrief what went well, what could have been done better, and what the team has learned through the experience.
- 20** Encourage team members to take advantage of training opportunities, send out articles and other materials, and encourage the team to continuously gain new knowledge.

**Based on Research from Zenger Folkman,
authors of Extraordinary Leaders*

