

# Creating an Actionable Development Plan

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### Introduction

Your development journey at Syensqo is an opportunity to reflect on where you are now and where you want to go in the future — including **your personal development and career advancement**.

Development planning is not a one-time activity. You should treat your development plan as an ever-evolving document - one that you revisit and refine regularly as you gain new knowledge, experiences, and insights.



Unsure where to start? [Try using SyGPT to support your development planning!](#)

1. Start by reflecting on where you are now vs where you want to be in the future. [Use the questions in this guide to reflect and open a conversation with your Manager](#)
2. Review and reflect on the feedback from your Manager, peers, stakeholders, etc. Identify both strengths to build upon and areas for improvement.
3. Then, translate the feedback into specific, measurable goals and update your development plan in [My HR Services](#) (Goals & Development).  
**Example:** If your feedback highlights 'presenting' as an area for growth, set a goal to lead a team meeting or present at a group session in the next 6 weeks (vs. 'increase communication skills' which is too vague and not action-oriented).
4. Leverage the development resources available to you to support your plans to improve. Check out the [Your Learning Expedition](#) page for more!
5. Share your plans for development and ask others to hold you accountable for making improvements or continuing to build on your strengths. Make a habit of asking for feedback ("How did I do?") - it gets easier to do each time!
6. Keep a log of your actions, progress, and feedback received to celebrate milestones and improvements.

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**Best Practice:** Set a regular reminder to review and update your development plan in My HR Services.

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- [Using AI Prompts for Development Planning](#)
- [How can I create a meaningful development plan?](#)
- [Your Learning Expedition](#)