## Exercise #11: Helping Employees Achieve Their Goals/Reach Their Full Potential

If your company has a human resources document that lists what employees that work for you need in order to be promoted to the next level, then please access that document for this exercise. Otherwise, think about what employees one level above employees that you supervise do relative to their more junior peers.

In this exercise, we are going to do a gap analysis with each of our employees in the monthly or quarterly one on one coffee meetings that you have with them. Here is where they are today, here is where they want to be in 1, 3 or 5 years. We need to help them fill that gap. This will really help to motivate your employees as they have more of a sense of purpose and a better idea of why they are working so hard; this exercise will really help your employees become even more motivated and productive as you are showing them that you sincerely care about their careers.

We will help our employees strategize on how to achieve their professional goals. Developing your employees is an incredible investment opportunity.

If you want, please repeat this exercise for each employee that reports to you.

There are 2 parts to this exercise. You can fill out part one before meeting with your employee. Then please complete part 2 during and/or after your goal setting meeting with your employee.

Let’s discuss Part 1(which starts on the next page): Before meeting with an employee, write down 3 things that they need to accomplish in order to get promoted or in order to receive more autonomy or in order to receive more advanced job-related tasks from you:

**Part 1:**

| **Part 1: To be completed by you before the meeting with your employee.** | | |
| --- | --- | --- |
| **Employee Name** | **Goal** | **How to Achieve the Goal** |
| [i.e., John Smith] | [i.e., get promoted] | [i.e., List 3 or more things needed to be accomplished in order for the employee to get promoted] |
|  |  | 1:  2:  3: |

Then in Part 2, ask the employee what their 1, 3 and 5 year professional goals are and write them down during the meeting in the Goal column, per this table

**Part 2:**

| **Part 2: To be completed by you during and after your meeting with the employee** | | |
| --- | --- | --- |
| **Employee Name** | **Goal** | **How to Achieve the Goal** |
| [i.e., John Smith] | [i.e., get promoted] | [i.e., List 3 or more things needed to be accomplished in order for the employee to get promoted] |
| [i.e., become a better public speaker] | [i.e., Take a course offered by Dale Carnegie |
| [i.e., understand finance and accounting better] | [i.e., take online course “x” etc.] |
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Then comment and write down how they can achieve their professional goals in the right-hand column, meaning discuss how they can fill the gap between where they are now and where they want to be, meaning what do they need to do in order to accomplish their goals. For example, if their goal is to become a better public speaker, then discuss taking a course offered by Dale Carnegie. Another example is if their goal is to improve or learn accounting and finance skills, then they can take an online course etc.

If you can’t answer in person during the meeting how they can achieve certain goals, then do some research and get back to them.

**Why is this exercise important?**

Taking a sincere interest in their career will result in a huge return on investment in the long run. Imagine how much more motivated you would have been if your managers in the past had done this more often.