



## Guidelines:

- Expectations and Feedback Check-ins must happen before a development conversation.
- Reflect on interests and aspirations (use Individual Development Plan).
- Schedule meeting with your manager. You will likely have a series of meetings, not just one.
- Come to the meeting with some clear ideas to discuss.
- Remember this is a journey: don't move straight to action.

### 1. Current State

- Explain what you find most and least satisfying about your current role and why.
- Discuss other things you really enjoy doing and why.

### 2. Strengths

- Explain what you believe your strengths and development areas are.
- "Does this align with your perspective? Is there something I'm missing?"

### 3. Aspirations

- Explain your short-term (up to 12 months) and long-term (2-5 years) career aspirations.
- "What do you think could be a logical career step for me at Adobe?"
- "How well do you think my aspirations link to Adobe's goals?"

### 4. Plan

- "I've identified some experiences, coaching or learning to help me develop. What do you think is missing?"
- Discuss the potential results/business impact of these activities.
- "How did you develop your own career?"

### 5. Action

- Discuss specific actions you can take to achieve your goal(s).
- Agree upon a realistic timeframe and how to track progress against actions.
- Consider potential obstacles and how you will overcome them.

## Follow-Through:

- Employee completes Individual Development Plan (IDP).
- Schedule a follow-up meeting with manager to review progress.
- Ideally, you should review development plans every 3-6 months as part of Check-in.
- Explore online resources and internal opportunities (roles, transfers, projects, etc.).
- Before your next development Check-in with your manager, reflect on the progress you've made.