

# Create Effective Employee Development Plans

**Implement employee development plans that enhance strengths, decrease inefficiencies and yield successful results**

**After attending this seminar, you'll be able to:**

- Prepare your top talent for great opportunities
- Inspire high performance from employees
- Build an environment with trust and mutual respect
- Produce employee development plans
- Identify specific areas for growth
- Encourage employee ownership
- Discuss training and development opportunities that work for each individual's needs
- Help employees master new skills
- And so much more



EXPRESS CODE

**918136**

- Enroll Today
- [pryor.com](http://pryor.com)

 **FRED PRYOR SEMINARS.**

This course qualifies for CPE credits. See page 7 for details

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913.967.8849



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Fred Pryor Seminars  
P.O. Box 738002  
Dallas, TX  
75373-8002



**PHONE**

1.800.556.2998

**One day of training to build a more engaged, motivated and productive staff!**

# What happens if you DON'T develop your people?

- You remain in the dark about employees' learning gaps.
- You lose productivity and efficiency in your team members.
- You observe a lack of ownership and engagement in your staff.
- You attempt to fit individuals into boxes, which doesn't maximize strategies for growth.
- You notice employees get bored or frustrated when their skillset doesn't meet their needs to perform at their best.
- You end up with a burnout atmosphere due to decreased job satisfaction.
- You see employees seeking new opportunities elsewhere.

## Create Effective Employee Development Plans

# Cultivating Your Team Members is an Imperative Leadership Quality

It is essential for any leader to develop their employees to achieve exceptional results. The only way to produce extraordinary outcomes is to invest time to grow your staff's talents. Why doesn't this happen? It is not always deemed a priority or leaders do not know how to implement a successful plan.

*Create Effective Employee Development Plans* provides the skills required to align your employees' career growth with your organization's mission and vision. This seminar will give you a practical approach for your company's current and future talent needs, build on every employee's strengths, increase engagement and develop a committed, talented workforce.

This one-day course will demonstrate how to create a more engaged, skilled and experienced staff that wants to do their best for you and your organization. Enroll in *Create Effective Employee Development Plans* today and gain skills, strategies and insights that you will use for the rest of your career!



## Free Digital Resources for Every Participant

Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.

# 10 Reasons to Attend this Seminar

- 1** Discover the benefits of developing your employees, from increased retention and morale to greater engagement and productivity
- 2** Determine where you and your company are falling short with employee development—and fix it with a solid implementation plan
- 3** Ignite employees' passion for their jobs by focusing on what motivates them and collaborating to develop their personal goals
- 4** Align employees' competencies with the organization's future needs to create an environment that is beneficial for everyone
- 5** Define your role in creating and implementing an effective and measurable development plan
- 6** Communicate openly and honestly with employees to build an atmosphere of trust, respect and camaraderie
- 7** Identify which type of employee development plan is best for your departmental and organizational needs
- 8** Understand the employee's role in creating and fulfilling an employee development plan
- 9** Identify and build the strengths in your talent pool to achieve the highest payoff for employees and the organization
- 10** Hold employees accountable for their own futures

## Master powerful skills from this application-based training:

As a manager, you routinely deal with a variety of different employees. This seminar will teach you ways to develop action plans for each of these various personality types to benefit their personal goals along with the organization's objectives.

## Ask yourself...

Do your employees feel burnt out and overworked? Do they feel underappreciated or do they lack the tools to best accomplish the ever-changing tasks? Are you or your staff experiencing increased stress or dissatisfaction? All of these things can resolve in a decrease in productivity, efficiency and profit along with the uncertainty of retaining valuable employees. Replacing employees can be costly and result in a lack of morale. Our program will assist your employees in being a more engaged, committed and talented workforce.

## SEMINAR AGENDA

### What is Employee Development and Why Does it Matter?

- Why employee development plans are important . . . and how they lead to greater performance results and job satisfaction
- Identify your organization's strengths and shortcomings when it comes to employee development
- Assess what you are doing right — and wrong — in developing your employees
- Establish an employee-development culture built on trust, mutual respect and personal responsibility

### Getting Started

- Identify the strengths and gaps in your talent pool's performance
  - From an organizational standpoint
  - From an individual employee SWOT analysis
- Assess overall employee willingness for career development opportunities
- Inspire high performance by letting employees focus on their passions
- Get under-achieving employees to step up their skills
  - Test whether lack of performance is a skill — or will — issue
- Determine potential development activities to grow all employees' skills
- Use cross-training and job shadowing among departments and divisions to identify and develop hidden talents
- Evaluate how to engage and grow your high performers
- Examine the need for a mentoring or buddy program for developing employees' skill sets

# Development Plans

## Create and Communicate an Employee Development Plan

- Understand everyone's role in employee development plans
- What to consider to help employees reach professional development success
  - Communication needs
  - Resource needs
- Align employee development goals with organizational mission and vision
- Identify which type of employee development plan is right for each employee
- Set accomplishable, measurable goals to encourage employee ownership and engagement
  - Why every employee's goals should support his or her boss's goals
  - How collaborating with employees on their goals increases their buy-in and follow-through
- Discuss training and development opportunities that work for individual employees' needs
- Partner with employees to develop an action plan for their own career development

## Support and Monitor Employee Development

- Identify and overcome existing barriers to employee development
  - Systems or procedural issues
  - Personality issues
  - Leadership issues
- Track employee progression on professional development goals
- Recognize and reward successes
- What to do when the development plan isn't working
  - Intervene and provide constructive feedback
  - Determine whether to revise the original development plan
  - Gain employee commitment and buy-in by letting them find their own answers
- Make employee development plans a part of your performance management and talent planning processes
- Use employee development plans as recruiting and retention tools

## Who should attend:

*Create Effective Employee Development Plans* was created for supervisors, managers, team leaders, HR leaders and anyone else who helps employees identify and fulfill training needs.

## Guaranteed Results!

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this seminar will provide you with the tips and techniques you need to develop your employees. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

# Create Effective Employee Development Plans

## Tired of Hit-and-Miss Training? Choose Fred Pryor consistently. There is a difference.

### 1. This is real training.

We respect your time — and your intelligence. Our course content is soundly researched and designed by expert educators for maximum learning.

### 2. You get the best in trainers.

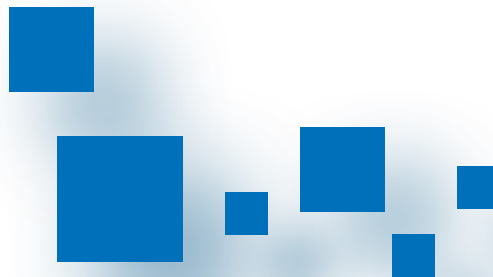
Our seminar leaders receive the best coaching in the industry. At a Fred Pryor program, you can always count on learning from knowledgeable experts who know how to teach. Past attendees have rated our trainers higher than 9.0 on a 10-point scale.

### 3. You see great presentation material and digital resources that work.

That's because we have professionals — writers, editors and graphic artists — produce them. Compare our seminar materials with those from other organizations and you'll see the difference.

### 4. You get what we promise.

We don't lure you to our seminars with a long list of unrealistic promises. Our promotional materials are carefully cross-checked for accuracy against course content.





# Registration Information

**Enroll Today!** Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

**Quick Confirmation!** To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

## Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

## Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

## Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

## Tax Deduction

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

## Continuing Education Units (CEUs)

Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions and concerns should be directed to your professional licensing board or agency.**

## Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org). Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

## Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit [www.pryor.com/certificate](http://www.pryor.com/certificate). Certificates will be available 10 days after your event has ended.

## Onsite Training Solutions

### Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

### Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

### Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

### Maximize Your Training Budget!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

**For a free consultation, visit us online at [pryor.com/onsite](http://pryor.com/onsite) or call us at 1-800-944-8503**

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To update your contact information, see page 7.

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- Call 1-800-556-2998
- Fax to 913-967-8849
- Mail your registration form!



Please register me for *Create Effective Employee Development Plans*, a one-day seminar. Group discounts available.

SEMINAR

Seminar City: \_\_\_\_\_

**1**

Seminar Date: \_\_\_\_\_ City Event #. 2 | 3 | | | | |

YOUR ORGANIZATION

Organization: \_\_\_\_\_

**2**

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tele: \_\_\_\_\_ Fax: \_\_\_\_\_

Approving Mgr's Name:  Mr.  Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_  Business  Home

**Quick Confirmation** Please  email or  fax my confirmation to me within 48 hours.

WHO WILL BE ATTENDING

Mr.  Ms. \_\_\_\_\_

**3**

Job Title: \_\_\_\_\_

Email (required): \_\_\_\_\_  Business  Home

Mr.  Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

Email (required): \_\_\_\_\_  Business  Home

Please list additional names on a separate sheet.

METHOD OF PAYMENT

**4**

**Important: Send your payment now. Tuition is due before the workshop.** Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; plus applicable county surcharge), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).

**Please check one of the following:**

1.  Registration fee enclosed. Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

2.  Our Purchase Order is attached. P.O. # \_\_\_\_\_

3.  Bill my organization. Attention: \_\_\_\_\_

4.  Charge to:  AmEx  Discover  MC  Visa Exp. Date: \_\_\_\_\_

Acct. #: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Tax-Exempt #: \_\_\_\_\_

Please attach a copy of your Tax-Exempt Certificate for payment processing.

**Note:** If you've already registered by phone, by fax or online, please do not return this form.

**REGISTRATION FORM — CREATE EFFECTIVE EMPLOYEE DEVELOPMENT PLANS**