

DEVELOPING EVERY INDIVIDUAL ON YOUR TEAM

Featuring: Kelly Hansen



Leaders that are effective at tapping into the full potential of their team are in high demand. Manufacturing executives and business owners know if they don't have intentional leaders in place, they're at serious risk of having morale take a dive, turnover increasing and the culture becoming "us vs. them". Acquiring these skills by way of real-world experience will help you maximize the contribution from your team and ensure your company reaches the next level.

That is why we've developed this workbook and video series, to help take you and your team to the next level of leadership and beyond.

To your sustained success,

Kirby Sreen

President
Manufacturers Alliance



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HOW TO GET THE MOST OUT OF THIS WORKBOOK

Fill out this worksheet as a PDF
and save or print it.

Think of one question you would like
answered prior to this mini-course.

Commit now to acting on
what you learn.

THIS MINI COURSE WILL HELP YOU

Evaluate Skills

Monitor
Performance
and Growth

Create
Development
Plans

Assess Potential

EVALUATE SKILLS

Skills Needed Now

Skills Needed for the Future

Team Member Knowledge, Skills and Abilities

Identify Skill Gaps

Train to Upskill

Additional Skill Notes

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SKILLS MATRIX TEMPLATE

Employee	Position	SKILL TYPE														Competency						Score	# Skills/Competency training needed
		Skill	Skill	Skill	Skill	Skill	Skill	Skill	Skill	Skill	Skill	Skill	Skill	Skill	Skill	Competency	Competency	Competency	Competency	Competency	Competency		
Smith, Sam	Welder 2	3	3	3	3	3	3	3	3	2						1	1	1	2	2		77%	3
Loyal, Tom	Welder 2	2	2	2	2	1	1	1	1							3	3	3	3	3		69%	4
Frank, John	Welder 3	3	3	3	3	3	3	3	3							1	1	1	1	1		74%	5
Anderson, Bill	Welder 3	3	3	3	3	3	3	3	3	1						3	3	3	3	3		95%	1
Last Name, First Name																							0
Last Name, First Name																							0
Last Name, First Name																							0
Last Name, First Name																							0
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Last Name, First Name																							0
Last Name, First Name																							0

ASSESS POTENTIAL

Aspiration

Business Need

Capabilities

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CAREER ASPIRATIONS SURVEY

1. What is their previous work-related experience? What positions have they held? Where have they worked?
2. Do they have a post-secondary Education/Degree? If so, in what? Where did they go? What are/were their goals with their degree/post-secondary education?
3. Do they have any Specialized Training/Certifications?
4. What are their Near-Term Career Goals (1-3 years)?
5. What are their Long-Term Career Goals (3+ years)?
6. What is their Role Interest? What interests them in a role like this?
7. What type of training do they believe is needed to be ready for the next opportunity?
8. What are their strengths and how can/should we leverage them? Are there any stretch assignments like might be beneficial to them and to your company? What areas do they want/need additional training/growth in?
9. Do they believe they need to pursue additional education? If so, in what and why?

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HIGH POTENTIAL (HI PO) 9 BOX EXAMPLE:



CREATE A DEVELOPMENT PLAN

1

Assess: Knowledge, skills, capabilities, and aspirations

2

Write: Develop goals and write the plan

3

Discuss: Discuss the plan with team member/mentee

4

Implement: Implement the plan

5

Revise: Review and revise, adjust as needed



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MONITOR PERFORMANCE AND GROWTH

Performance Management

Dynamic, continuous improvement
Improves organizational effectiveness
Sets strategic goals

VS

Performance Review

Periodic event
Formal review
Last step in the performance management process

**WHAT THREE THINGS WILL BE BE ABLE
TO APPLY TODAY BASED ON THE
CONTENT IN THIS MINI COURSE?**

- 1
- 2
- 3

**WHAT RESULTS WOULD YOU LIKE
TO ACCOMPLISH BY IMPLEMENTING
WHAT YOU LEARNED TODAY?**

Improved Measurable Performance Result:

Improved Behavioral Result:

ACTION STEPS

I will change my mindset around
this problem:



I will talk to this person to clarify
this issue or opportunity:



I'll share my takeaways from
today with this person:



I will directly implement this
tool/technique that I
learned today:



I'll invest in my own growth by
getting more training
in this area:



This is how the tools I learned
today will impact
my company:





TOOLS TO GROW TO THE **NEXT LEVEL** OF LEADERSHIP

Our Strategic Leader Certification is helping leaders just like you
confidently lead their teams, identify and develop more leaders,
and strategically reach the next level.

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