

Personal Growth Map

Tell us where you want to grow.



Personal Growth Map

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We Believe in You

Strong teams are made up of people who have the knowledge, skills, and support they need to perform. Our practice believes in developing people so that they grow in their role, improve their transferrable skills, and reach their potential.

Please complete this self-assessment so we can understand your goals and growth objectives, and together we'll create a roadmap for you to achieve them.

Name: _____ Position: _____

Tell us a few of your proudest achievements since joining the practice.

What do you feel are the top three strengths you bring to your role?

- 1.
- 2.
- 3.

Which of your skills and talents do feel are underutilized in your current role?

My Goals

List three goals you'd like to achieve while you are employed in our practice.

- 1.
- 2.
- 3.

Of those goals, which one is the most important to you?

Why?

Which of your strengths do you feel will be useful in achieving this goal? How so?

How long do you think it will take to achieve this goal?

What do you need in order to be supported to achieve this goal?

Is there anything that could get in the way of achieving this goal? If yes, please explain.

List a person or people that could help you reach this goals. It could be someone at work, a friend, or someone else.

Training and Skill Building

Which of your current skills would you like to have a greater mastery of?

- 1.
- 2.
- 3.

Which 2-3 new skills would you like to learn over the next 12 months?

- 1.
- 2.
- 3.

Which 2 transferrable skills would you like to learn over the next 12 months?

- | | |
|-------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Presentation/speaking | <input type="checkbox"/> Employee feedback |
| <input type="checkbox"/> Business writing | <input type="checkbox"/> Networking/relationship building |
| <input type="checkbox"/> Interpersonal communication | <input type="checkbox"/> Team building |
| <input type="checkbox"/> Project planning and management | <input type="checkbox"/> Listening |
| <input type="checkbox"/> Prioritizing | <input type="checkbox"/> Coaching others |
| <input type="checkbox"/> Goal setting | <input type="checkbox"/> Personal motivation |
| <input type="checkbox"/> Delegating | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Problem-solving | <input type="checkbox"/> Technology literacy |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Research |
| <input type="checkbox"/> Leading others | <input type="checkbox"/> Running better meetings |
| <input type="checkbox"/> Dealing with conflict | <input type="checkbox"/> Work-life balance |
| <input type="checkbox"/> Communicating bad news | <input type="checkbox"/> Stress reduction |
| <input type="checkbox"/> Managing the relationship with your boss | |
| <input type="checkbox"/> Presenting ideas to your boss/physicians | |

What are your ideas for improving your current skills or learning new skills? Are there courses you are aware of? Books? Online tools? A certification program? A mentor who might guide you?

Is there anything you'd like to teach the rest of the team? It could be a technical skill, a transferrable skill, or a life skill. If so, please describe it.

Development Map Example

Instructions for Managers

After each staff person completes the worksheet, meet and design a written development map for building the employee's skills and reaching stated goals. As part of this discussion, you may suggest additional training and development needs, *but the development map should be primarily driven by the employee.* When employees take ownership of their training and development, the results are more successful.

As part of putting the map in writing, schedule a check-in to review progress. Ideally, these are 15 minute sessions at 30 and 90 days, 6 months, and 12 months. Create appointments on your calendar to make sure you hold the meetings.

Time Period: 1/1/19 - 6/30/19

Goal: Prepare Janet for Billing Team Leader role

Development Focus: Improve project management skills, learn how to analyze revenue cycle reports and take action.

Top 3 Strengths:

1. Interpersonal skills/influence with coworkers
2. Problem-solving
3. Technology skills

Top 3 Development Needs:

1. Report review and analysis
2. Developing and executing an effective project plan
3. Management skills

Development Actions:

Approach Jill St. John about possibly mentoring me. I could meet with her once a month and call her with questions. Tell her I need support with project planning and overseeing the team.

Timing: Next week, and a start time of within the month if she says yes

Cost: None, just my time

Work with my manager for training on all the different A/R and other revenue cycle reports our system generates. Learn how to interpret the info and use it to make a plan, and track improvements.

Timing: Within the next few weeks, depending on schedules

Cost: None, just our time

Research and read about how to create a project plan. Propose to my manager an online course I could take to learn more about project management.

Timing: Finish research by 2/15/19

Cost: Estimated, \$300

Subscribe to Linked In Learning to develop my management, planning, and communication skills

Timing: Next week

Cost: \$29/month - goal is to keep the subscription for 6 months (\$180 total) and suggest learning for the billing team as well

Sign up for e-newsletters from PhysiciansPractice.com to read more about management and revenue cycle. Curate articles and share with the billing team.

Timing: This week

Cost: None

Watch These TED Talks

- [How to Be a Great Leader Playlist \(12 talks\)](#)
- Amy Cuddy [Your body language may shape who you are](#)
- Daniel Pink [The puzzle of motivation](#)
- Susan Cain [The power of introverts](#)

Read

- Book: *The First-Time Manager*, Jim McCormick (\$9.99 on Kindle)
- Book: *Mindset: The New Psychology of Success*, Carol S. Dweck, PhD (\$12.99 on Kindle)
- Article: *Creating a Project Plan That Works*, Cheryl Toth, Medical Office Manager, <https://www.medicalofficemgr.com/creating-a-project-plan-that-works/>
- Article: *The Feedback Fallacy* (Harvard Business Review, Mar-Apr 2019)
- Article: *3 Tricks That Make Your Business Writing Stronger*, Cheryl Toth, Medical Office Manager, <https://www.medicalofficemgr.com/3-tricks-that-make-your-business-writing-stronger/>
- Article: *Anatomy of a Lessons Learned Summary*, Cheryl Toth, Medical Office Manager, <https://www.medicalofficemgr.com/anatomy-of-a-lessons-learned-summary/>