

Organizational Review Worksheet

GROWTH AND DEVELOPMENT

DESCRIPTION: In a work environment with positive growth and development, employees receive ongoing encouragement and support to enhance interpersonal, emotional and job-related skills.

What are the potential benefits of effectively addressing growth and development?

- Increased employee competency
- Trust and honest communication between employees and leaders
- Retention of talent
- Effective succession planning and internal promotions
- Enhanced product or service quality

What information may be helpful to refer to or collect?

- Training and development policies
- Training budget per employee
- List of internal and external opportunities for training and development
- Participation rates and feedback from past training and development sessions
- Current processes for promotion

Consider the extent to which the following are happening:

- Performance evaluations include training or development plans
- Opportunities for interpersonal and emotional skills development
- Clarity about necessary training for advancement or promotion
- Opportunities for job shadowing
- Ongoing job-related skill development
- Dedicated time and funds for training, growth, and development
- Transparent communication about potential promotion opportunities
- Employees are given opportunities for promotion or advancement

Please respond to the statements below with respect to your workplace:	Always	Often	Sometimes	Rarely	Never
1. Every employee would agree their supervisor supports their personal growth.					
2. Every employee would say their supervisor is open to their ideas for taking on new opportunities in the workplace.					
3. Every employee has the opportunity to take on new challenges.					
4. Every employee would say their employer values their ongoing personal development.					
5. Every employee is provided with the necessary training to perform their job well.					

Do issues related to growth and development present a greater risk to particular groups of employees? For example, newer employees, certain job roles such as supervisors, shift-workers, immigrants, remote workers, etc.

What are the strengths in your workplace? What do you already do well and want to continue to do in terms of growth and development?

What could be done to improve the opportunities for growth and development of employees in your workplace?

If there is a difference between the organizational review score and the survey score, what may be contributing to the difference in perception between employees and the leaders who did the organizational review?

Is further action required in this area? Yes No

If yes, see [Evidence-based actions](#) for growth and development.