

**Developing Employees Café Overview**

The Developing Employees Café is a short blended learning experience oriented around the concepts and skills found in the Harvard ManageMentor Developing Employees topic.The Developing Employees topic will help managers:

* Make employee development a regular, ongoing activity
* Help team members develop through experience
* Create effective development plans
* Support employees in outgrowing their current roles

The learning experience has three components:

*60 to 90 minutes 60 minutes Ongoing*

Part 1: Pre-work (self-paced, individual)

Before the live Café session, participants are expected to complete the following assignments from the Harvard ManageMentor Developing Employees topic:

* Review the following online lessons:
  + Grow People Further, Faster
  + Find Time to Develop Others
  + Promote Hands-on Learning
  + Create a Development Plan
  + Propel Career Growth
* Complete the online assessment

Part 2: Café session (live, group)

The Café session represents the core element of the learning experience. The session provides an opportunity for managers to:

* Exchange ideas and questions with others
* Discuss the context of how concepts and skills apply in the workplace
* Practice and begin application of those concepts and skills
* Build momentum and support for applying the concepts and skills in the workplace

The Café session focuses specifically on the following concepts and tasks from the Developing Employees topic:

* Personalize each employee’s development
* Encourage your team to build and use networks
* Support meaningful reflection

Facilitating the Café session as outlined should take approximately 60 minutes. If the facilitator prefers a shorter session or wishes to spend more time on a specific concept or activity, he or she may want to cover only those concepts and activities that are most relevant to the group.

| SECTION | ACTIVITY | TIME |
| --- | --- | --- |
| **Introduction** | Show icebreaker question while participants are arriving to the session (AS A MANAGER, WHY SHOULD YOU CARE ABOUT DEVELOPING EMPLOYEES?)   * Introduce facilitators * Review tips for using technology during the session. * Set context: Learning and development is part of the modern workplace contract. Employees no longer assume a lifetime job guarantee, but they do expect *investment* in the skills, knowledge, and experiences that will keep them productive and employable. * Debrief icebreaker question. * Review session objectives. | 6 minutes |
| **Skill focus: Personalize development** | * Facilitate practice activity: Have a development discussion. Participants:   + Review a scenario in which a manager meets with an employee to discuss his development goals. * Facilitate practice activity: Plan for personalized development opportunities. Participants:   + Identify types of development opportunity they have offered employees   + Discuss how they might incorporate other development opportunities with their team * Reflection activity: During a development discussion. Participants:   + Consider practices that support personalized development to build employees’ engagement | 19 minutes |
| **Skill focus:**  **Build and use networks** | * Reflection activity: Make the most of your networks. Participants:   + Discuss how teams benefit from building their networks   + Discuss how team members might use their networks to support their professional development * Facilitate practice activity: Boost your team’s ability to build networks. Participants:   + Discuss ways in which they can help their team members develop skills for building networks | 18 minutes |
| **Skill focus:**  **Support meaningful reflection** | Reflection activity: Support meaningful reflection. Participants:   * + Discuss how team members benefit from reflecting on learning opportunities and stretch assignments   + Identify questions that prompt meaningful reflection * Facilitate practice activity: Boost performance. Participants:   + Describe practices that can boost team members’ performance * Review tips to support meaningful reflection. | 14 minutes |
| **Applying what you’ve learned** | Review session objectives and skill areas discussed.   * Review directions for completing the On-the-Job section of the online Harvard ManageMentor topic, including the action plan. * Close the session. | 3 minutes |

Part 3: Application (self-paced, individual)

After the live Café session, participants are expected to complete the following assignments:

* Complete the online On-the-Job section in the Harvard ManageMentor Career Management topic. The section provides learners with an opportunity to choose a skill to focus on and create an action plan for applying and developing the skill. Note: if your organization does not include the On-the-Job section in your configuration of Harvard ManageMentor, then ask participants to think of two things they can do over the next 90 days to further apply and develop their skills in this area.
* Execute their action plan over a specified timeframe (e.g., 60 or 90 days).
* After the specified timeframe (e.g., 60 or 90 days), access the online On-the-Job section in the Harvard ManageMentor Career Management topic to update the action plan and reflect on the experience.