Checklist for Module 03

Develop – Identify and Build-Up the talents of your team

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**Project Name:** Bridging the gap between VET and business: Modern talent management and analytics 4.0 for SMEs in Europe  
**Project Acronym:** Talent 4.0  
**Project Number:** 2018-1-AT01-KA202-039242

# Checklist for Module 03- Employee Development

* Understand what employee development is
* Comprehend its importance for an SME/Organization
* Grasp the fact that employee development is an essential pillar of Talent Management
* Distinguish between employee development and training
* Realize the benefits of Employee Development for SMEs/Organizations
* Understand the employee development plan process
* Analyze the different forms of employee development plan
* Identify steps in designing an employee development-growth plan
* Realize that there is no one-size-fits-all solution in the learning and development process
* Work in groups to develop an employee plan for the case studies provided by the Module in Unit 2
* Become aware of the steps that need to be taken in order to implement an effective development plan
* Comprehend the important and role of executives and internal communication in the employee development process
* Familiarize yourself with effective tools and methods to successfully pursue employee development
* Work in groups and explore questions on talent development found in the worksheets of the module
* Develop a mock Personal development plan for yourself or an employee using the template provided to better understand the process and its different parameters
* Use the templates provided by the Module to develop development plans for your employees

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