



Tool 15-2. Questions to Ask to Facilitate Learning from a Developmental Assignment

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Based on Chapter 15, “Learning on the Job,” in *The ASTD Leadership Handbook*, edited by Elaine Biech, © 2010 ASTD

Purpose: A useful tool to assess personal competencies and reveal potential learning gaps.

About yourself

What strengths do I bring to this job? What will help me?
What are my development needs? What might hinder me from being successful?
What aspects of this job might be particularly challenging for me? For example, is the role clear or ambiguous? Will I have the authority I need? How might I overcome any obstacles?
What can I learn from this job? What do I want to learn?
What might make it difficult for me to learn?
What kind of help or advice am I likely to need?
What are my career goals? How does this job relate to those?

About the assignment

What are the organization’s goals for me in this job?
What are my own goals in this job?
How does this job fit with the organization’s mission, values, and goals?
What do I know about the tasks, responsibilities, and challenges of this job?
What are my direct reports, boss, and peers like?
Am I likely to encounter any resistance? How might I overcome that?
Who can help me and provide support?
What other resources do I have available?
Is there anything I would change about this assignment?

Source: Adapted from “Job Assignments” by Patricia Ohlott, in *The Center for Creative Leadership Handbook of Leadership Development*, 2nd ed. Copyright © 2004 The Center for Creative Leadership. Permission granted to use with *The ASTD Leadership Handbook*, edited by Elaine Biech, © 2010 ASTD

*During and after
the assignment*

How can I monitor my learning? For example, will I keep a journal, find a learning partner, or seek feedback?
What am I learning? Anything I did not expect?
What am I not learning that I had hoped I would? Why?
How will I know I have learned what I wanted and needed to learn?
What was the most challenging part of this assignment for me?
What did I do when I felt particularly challenged? How did I behave? What was the result?
What will I do differently if faced with a similar situation in the future?
What mistakes have I made? What have I learned from them?
What was my greatest success? What contributed to it? What did it teach me?
What are my next steps? How can I take better advantage of the learning opportunities in my next assignment?