



Dev talks 101 by [Alva Labs](#)

Doing a dev talk and need some guidance? Well, young Padawan, you have come to the right place. Below is a guide and talking script. This is, by no means, the only right way to do a dev talk in. You can use all of it, some of it, or none of it. The important thing is that you find your way to have these talks in. No matter how you do it, [Yoda voice] develop this employee you will!

The purpose of the talk

The purpose of the review cycle is for every employee at Alva to have the opportunity to grow in their desired direction. To have an opportunity to be seen. It is a way for all of us to give and receive feedback and to set individual goals. There is nothing more important when it comes to driving performance than providing feedback and setting goals and within an organization, you need a method to do that. It is simply too important to only rely on it happening ad hoc (although we want that too of course). The purpose of the dev talk is exactly that method and opportunity. A way for each employee to give and receive feedback on their work over the past period, as well as setting an individual development plan with targets for the coming period.

The agenda (yes, with a suggested script)

The dev talk should be somewhere around 45 minutes. Sub 30 min, you are probably rushing things, over 60 min, you are probably not sticking to the essentials. But you decide how you want to plan the session.

Here is a suggested agenda, complete with talking points in italic (note that the follow-up questions are suggestions to get the conversation started, you probably won't need to ask all of them):

- **Intro (5min)**



- *Finally, time for the two of us to sit down and focus on your growth and development. We have 45 minutes for the session. The purpose of the review cycle is for every employee at Alva to have the opportunity to grow in their desired direction. The purpose of this dev talk is for you to give and receive feedback for your work over the past period, as well as set your own development plan and targets for the coming period.*
- *We will first go over the result from the performance review together, and then move over to setting your development plan for the coming period together. This development plan will then be material we work with together in our regular 1:1s.*
- *Do you have any questions or thoughts before we get started?*
- **Go over what stood out in the employee's performance review (5 min)**
 - *Tell me, what stood out to you in the results from the review? What was your initial reactions*
 - *I noticed X and Y as a theme. Can you recognize that?*
 - *How does this compare to the last review?*
 - *What are your biggest improvements?*
- **Go over strengths (10 min)**
 - *Let's focus on your strengths. What did you notice as your key strengths when you read the results?*
 - *Do you agree?*
 - *When do you use these strengths?*
 - *How can you use them even more?*
 - *How come people notice these things in you?*
 - *I marked down X, Y and Z as your key strengths. I really think you displayed X when you... I was impressed in [this specific situation] when you displayed Y. It made me feel...*
- **Go over dev areas (5 min)**



- *Let's now go over to your identified development areas. What do you see as you one key dev area?*
 - *When is it a problem?*
 - *Why is it a problem?*
 - *What could you do instead?*
- *I think you need to do more of/less of X. In [this specific situation] you did X and it impacted me in [this] way.*
 - *What are your thoughts on this?*
- **Set dev plan for the coming period (15 min)**
 - *Now we have discussed the results of this review, let's move over to the most important part of this session, setting your development plan. This plan is your own and it should reflect what you want to work on. I can come with suggestions, but you are the one that needs to be committed and therefore the one that should call the shots. Make sense?*
 - *What do you think is the most important thing you should focus on during this coming period? What will you get the most effect out of focusing on?*
 - *Why is that more important than the other areas?*
 - *Can we define a specific target?*
 - *Deadline?*
 - *What are potential obstacles?*
 - *How do you tackle those?*
 - *What are the milestones?*
 - *What is the first thing you should do to get started?*
- **Close session (5 min)**
 - *We are done for today. We have talked about the following things as your key strengths... and identified this as your key dev area... For your dev plan, you will focus on... Is there anything we have missed that we should deep-dive in during the next 1:1?*



- *Thanks for your time! Really looking forward to this coming period!*