Plan for Success

TALENT MAPPING TOOLKIT

Truvelop®

Inspire. Coach. Retain.

www.truvelop.com

LEVERAGE DATA TO EFFECTIVELY PLAN FOR SUCCESS

The **Talent Mapping Toolkit** shares best practices and resources, provided by Truvelop, to help you best support and retain your team.

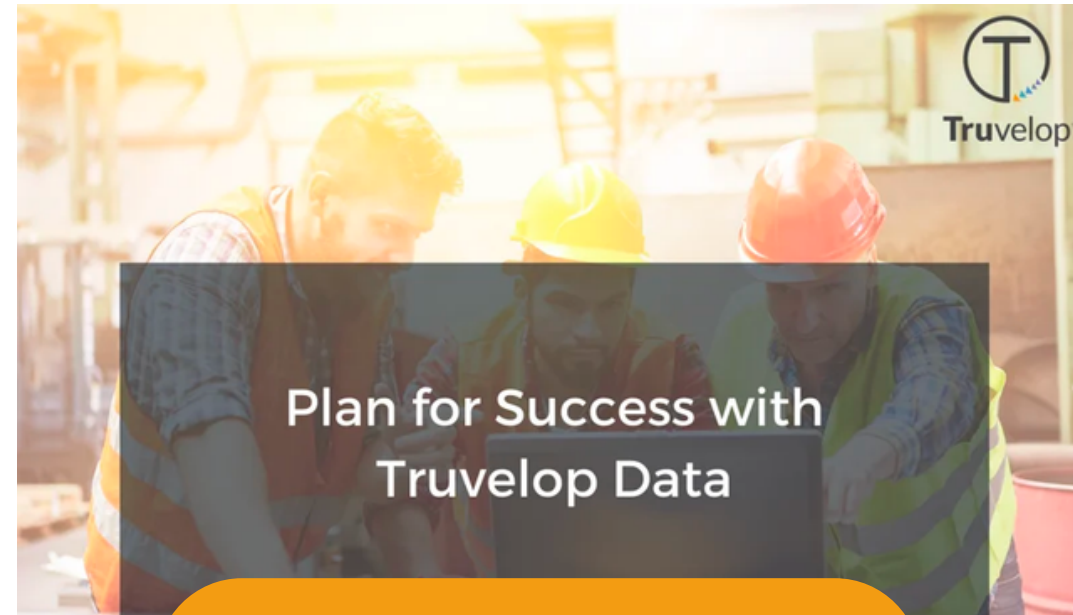
CONTENTS

INTRODUCING THE POWER OF DATA

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Year-Round Employee Evaluations

[Read more!](#)

Plan for Success with Truvelop Data

[Read more!](#)

Analyzing Talent Landscape

[Read more!](#)

Using Data Analytics to Create a Retention Focused Culture

[Read more!](#)

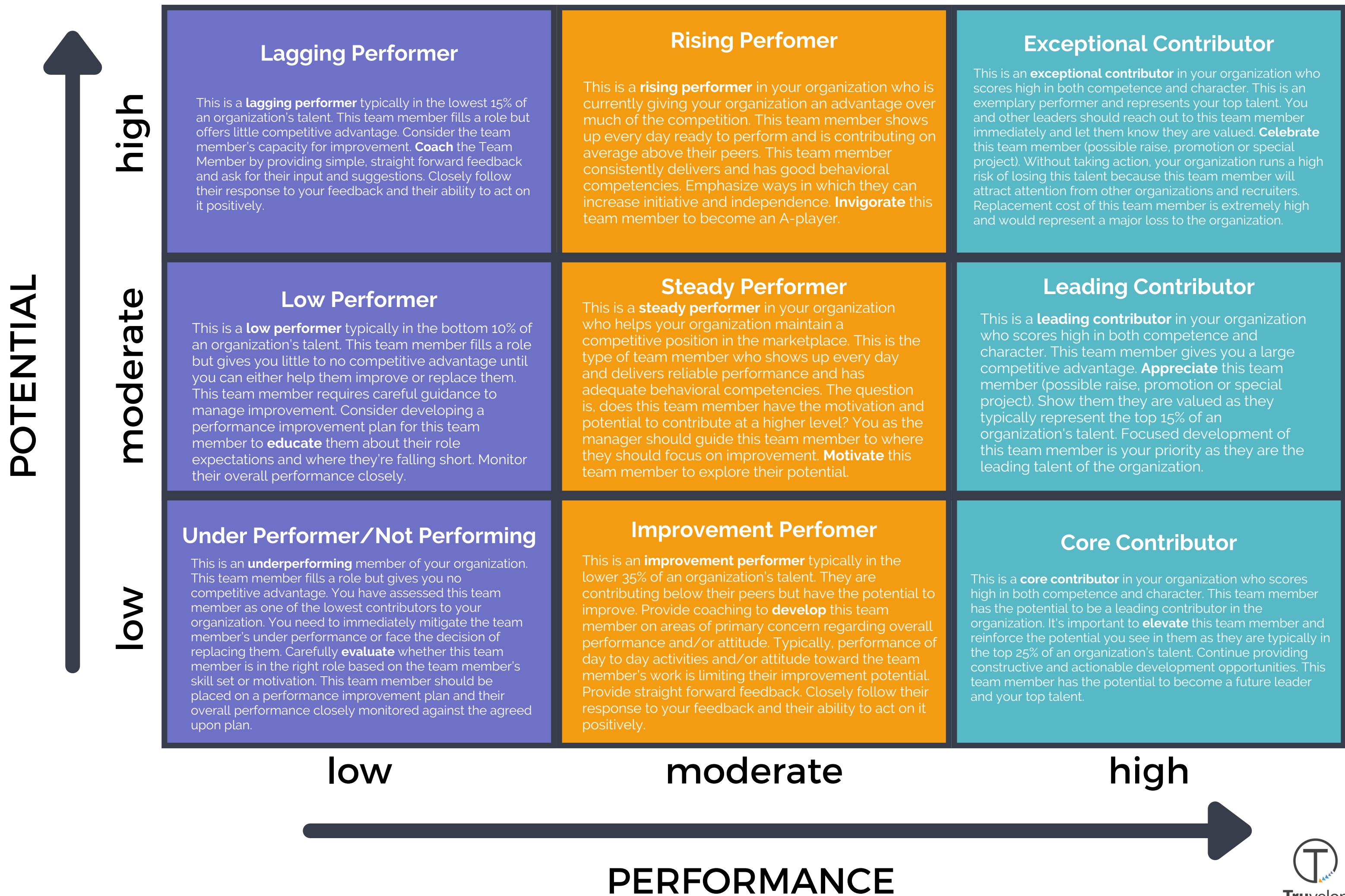**Navigate Coaching Conversations with Data**

[Read more!](#)

Coach with Data

[Read more!](#)

Breaking Down Your Talent Landscape

POTENTIAL

high

Lagging Performer

This is a **lagging performer** typically in the lowest 15% of an organization's talent. This team member fills a role but offers little competitive advantage. Consider the team member's capacity for improvement. **Coach** the Team Member by providing simple, straight forward feedback and ask for their input and suggestions. Closely follow their response to your feedback and their ability to act on it positively.

Rising Perfomer

This is a **rising performer** in your organization who is currently giving your organization an advantage over much of the competition. This team member shows up every day ready to perform and is contributing on average above their peers. This team member consistently delivers and has good behavioral competencies. Emphasize ways in which they can increase initiative and independence. **Invigorate** this team member to become an A-player.

Exceptional Contributor

This is an **exceptional contributor** in your organization who scores high in both competence and character. This is an exemplary performer and represents your top talent. You and other leaders should reach out to this team member immediately and let them know they are valued. **Celebrate** this team member (possible raise, promotion or special project). Without taking action, your organization runs a high risk of losing this talent because this team member will attract attention from other organizations and recruiters. Replacement cost of this team member is extremely high and would represent a major loss to the organization.

moderate

Low Performer

This is a **low performer** typically in the bottom 10% of an organization's talent. This team member fills a role but gives you little to no competitive advantage until you can either help them improve or replace them. This team member requires careful guidance to manage improvement. Consider developing a performance improvement plan for this team member to **educate** them about their role expectations and where they're falling short. Monitor their overall performance closely.

Steady Performer

This is a **steady performer** in your organization who helps your organization maintain a competitive position in the marketplace. This is the type of team member who shows up every day and delivers reliable performance and has adequate behavioral competencies. The question is, does this team member have the motivation and potential to contribute at a higher level? You as the manager should guide this team member to where they should focus on improvement. **Motivate** this team member to explore their potential.

Leading Contributor

This is a **leading contributor** in your organization who scores high in both competence and character. This team member gives you a large competitive advantage. **Appreciate** this team member (possible raise, promotion or special project). Show them they are valued as they typically represent the top 15% of an organization's talent. Focused development of this team member is your priority as they are the leading talent of the organization.

low

Under Performer/Not Performing

This is an **underperforming** member of your organization. This team member fills a role but gives you no competitive advantage. You have assessed this team member as one of the lowest contributors to your organization. You need to immediately mitigate the team member's under performance or face the decision of replacing them. Carefully **evaluate** whether this team member is in the right role based on the team member's skill set or motivation. This team member should be placed on a performance improvement plan and their overall performance closely monitored against the agreed upon plan.

Improvement Perfomer

This is an **improvement performer** typically in the lower 35% of an organization's talent. They are contributing below their peers but have the potential to improve. Provide coaching to **develop** this team member on areas of primary concern regarding overall performance and/or attitude. Typically, performance of day to day activities and/or attitude toward the team member's work is limiting their improvement potential. Provide straight forward feedback. Closely follow their response to your feedback and their ability to act on it positively.

Core Contributor

This is a **core contributor** in your organization who scores high in both competence and character. This team member has the potential to be a leading contributor in the organization. It's important to **elevate** this team member and reinforce the potential you see in them as they are typically in the top 25% of an organization's talent. Continue providing constructive and actionable development opportunities. This team member has the potential to become a future leader and your top talent.

low   **moderate**   **high**

PERFORMANCE

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WHY YOUR TALENT MATRIX MATTERS

A-Players	B-Players	C-Players
A-players are our top talent - they are emerging leaders and will need additional support and guidance to move into future roles. Because they are going above and beyond, they are also at risk for burnout, so balancing learning and support will be crucial.	B-players typically make up the majority of an organization. They do their job and you don't really have to worry about them. This group is full of potential, so it's important to identify who has the greatest upside for growth. Some people may be role-players, and that's fine!	These team members are struggling - and sometimes they don't even realize it! C-players can take a lot of time and energy, so it's important to assess if they can move up, move to a different team and be more successful, or if it's time to move them out. Educate these team members on how they can improve and assess progress.

TAKING YOUR TALENT MATRIX TO THE NEXT LEVEL

A-Players	B-Players	C-Players
Open the conversation by recognizing their achievements and efforts. They need to know that their work matters, is noticed, and is making a difference. Next, explore what they're proud of and what they want they aspire to professionally. By aligning your guidance to their goals, you can ensure engaging and inspiring growth.	Open this conversation by identifying employee strengths. Let them know that they are an important part of the team, and that you believe in their potential. Explore their interests/motivators and ask them about their openness to coaching and development. Encourage them to lead the conversation as this creates buy-in and a sense of ownership over their success.	Review expectations with the team member - it's possible they don't realize what they're missing. Reinforce support and belief in their potential. Explore the "why" behind behavior to better understand where a gap may be coming from. Maybe it's due to a lack of training in a certain area - this is easily fixable! Be sure to set a deadline for improvement. Revisit their progress and better assess this team member's fit with the organization.

CONNECT WITH YOUR TEAM AROUND CURRENT PERFORMANCE

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Conversation Starters

✓ **Open with Gratitude**

"Thank you for your hard work and dedication! Tell me about what you're most proud of from this past performance period. What was your favorite part?"

✓ **Celebrate Strengths**

"I've noticed that you do this really well. It's a great strength to have because it causes this positive impact. What else do you see as strengths or skills that you do well? How did you develop these skills?"

✓ **Explore Areas for Growth**

"Now that we've finished this project, what would you have done differently? What else do you need to be successful? What skills are you interested in developing? How can I help?"

✓ **Motive to Inspire**

"Tell me about your purpose, your 'why.' I'd like to better understand what motivates you so that when I'm sharing guidance or coaching, it is aligned with your aspirations."

GETTING STARTED WITH TRUVELOP

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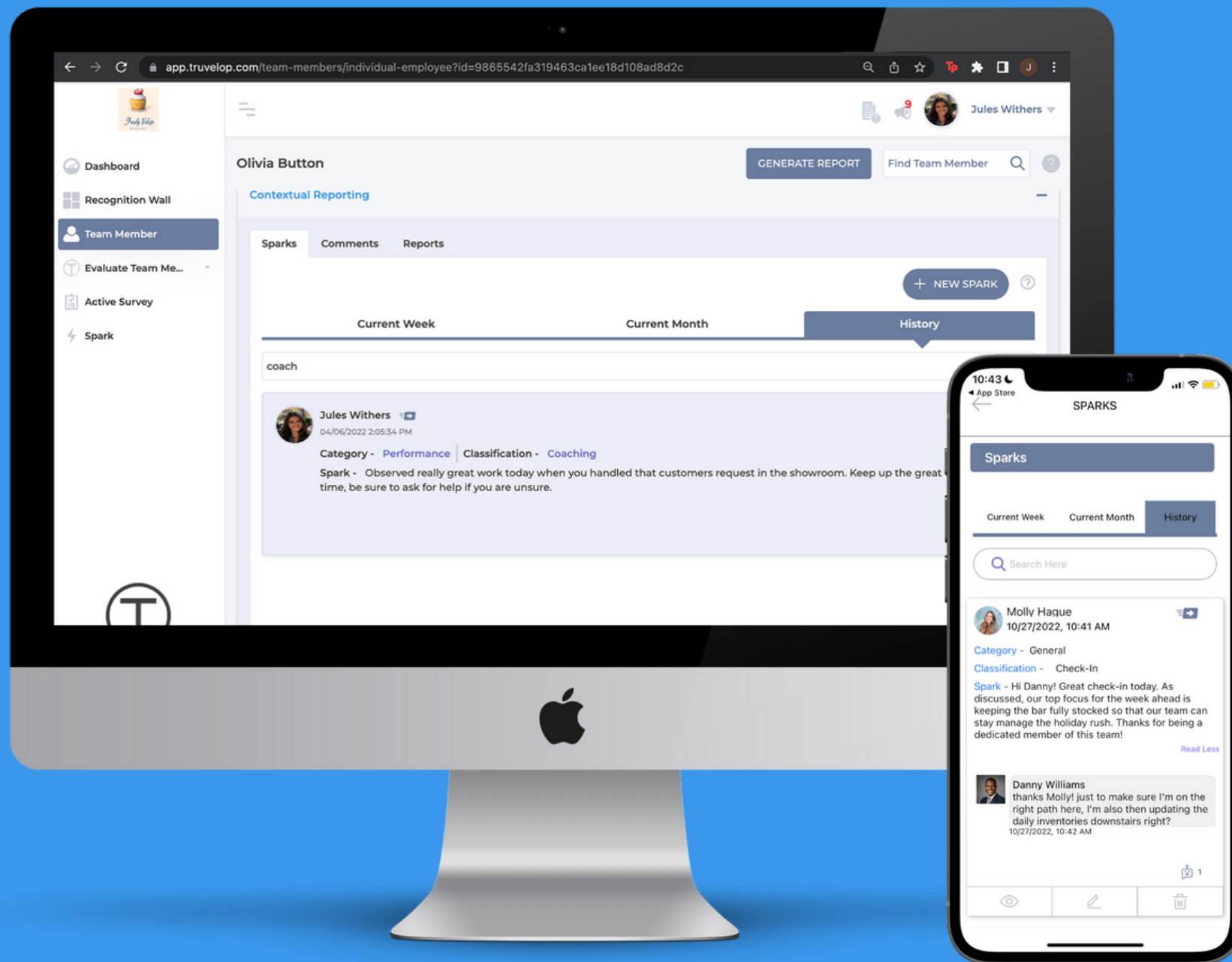
In the App

Evaluate

Measure progress and assess who has the greatest potential with regular **Evaluations**. Did you notice any dips in performance? Let's check-in!

Develop

Leverage your Evaluation data, **in-app insights**, and **Knowledge Center** to drive meaningful check-ins. The employee's performance data is a great starting point to open the conversation around what's working well and where they need some additional support.

Perform

Deliver proactive feedback in the moment, when it counts with **Spark**. Open the conversation and leave room for the Employee to respond.

MAP YOUR TEAM WITH TRUVELOP'S TALENT MATRIX

When you take the time to map your team, you can take a visual approach to your talent landscape and best identify your emerging leaders and any potential gaps. This allows you take a more informed, strategic approach to leveling up your talent and planning for the future.
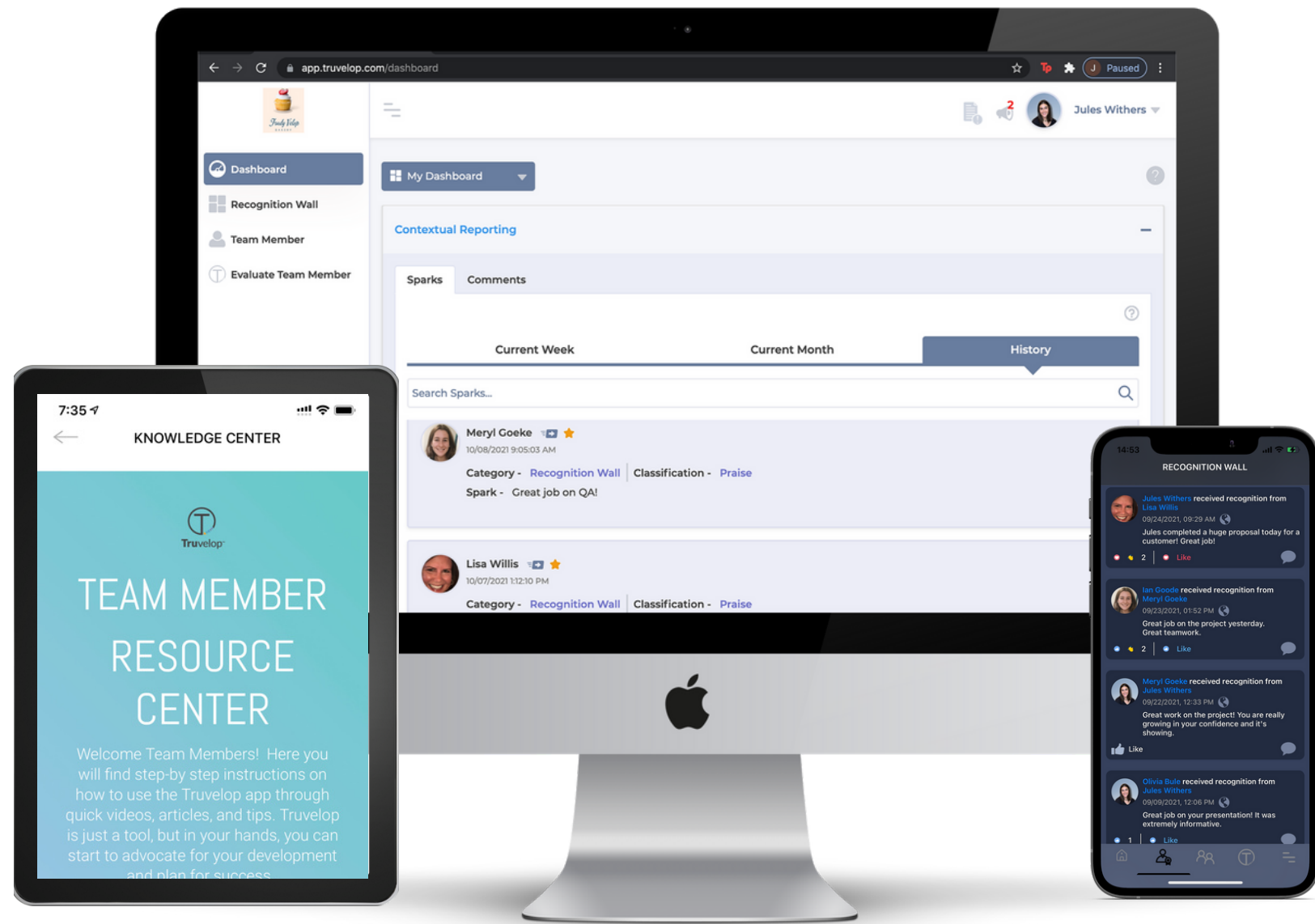
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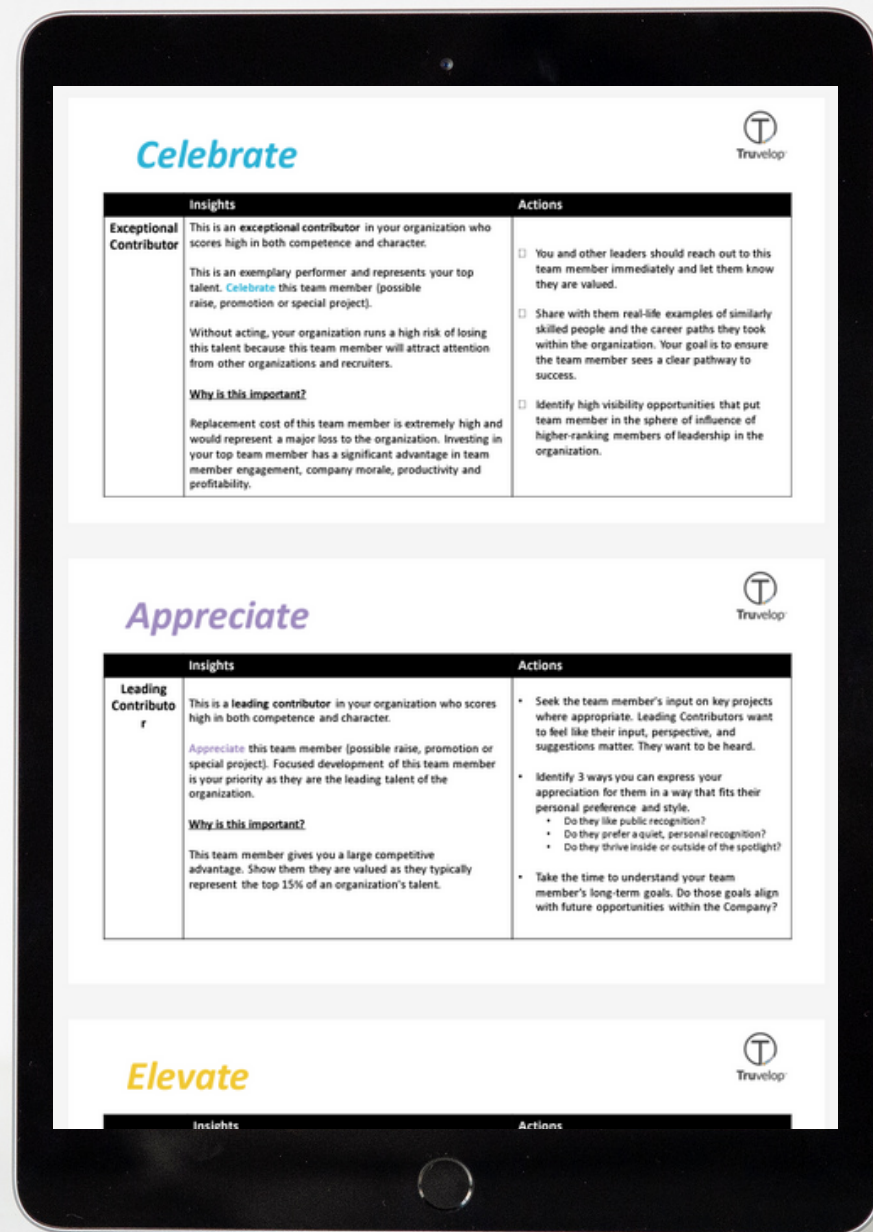
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UNDERSTAND THE DATA THAT YOU HAVE TO PLAN FOR SUCCESS

In September's Lunch and Learn, the Truvelop team explored how managers can leverage their Truvelop data to strategically plan for talent development. Watch **Plan for Success with Data** to learn more.

WATCH LUNCH AND LEARN HERE

Looking for additional guidance? We're here to help!
Contact us today to get started.