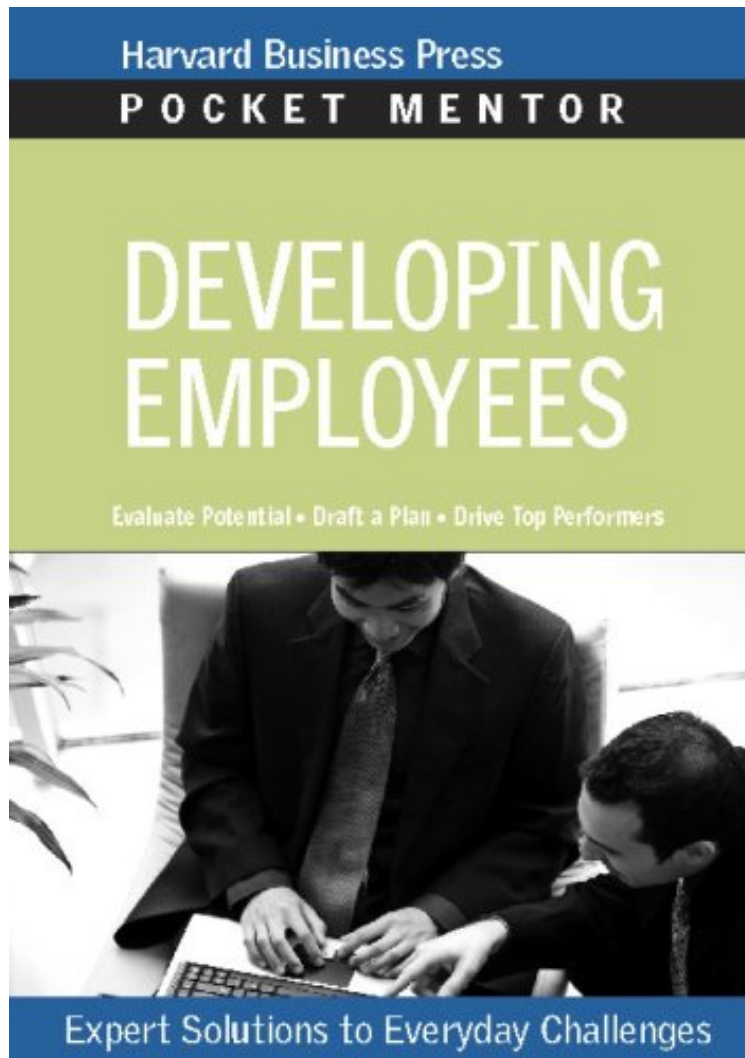


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## Developing Employees (Pocket Mentor)

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The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. Managing employee growth is critical to your organization's success. But to develop your employees effectively, you must have certain skills, such as the ability to seek out opportunities, set goals, and provide feedback. This volume teaches you to:

- Assess developmental needs
- Understand and take into account differences between your employees
- Use a Performance and Potential grid to determine next steps
- Conduct a career development discussion

**About the Author** Susan Alvey is a specialist in the areas of organizational change, organizational communication, and leadership development. Before joining Harvard Business School Publishing as Director of Organizational Learning and Development, Susan led the employee communication and training efforts at Tufts Health Plan. Prior to her years at Tufts, she worked with numerous public and private client organizations. She has spent many years teaching communication at the college level and has helped hundreds of individuals to effectively communicate in the workplace.