



The 70-20-10 Rule

Ideally, 70 percent of action items on PDPs should be on-the-job training; 20 percent should focus on relationships; and 10 percent should involve participation in formal training.

Percentage of Action Items	Action Step Category	Action Step Ideas
70%	On-the-job experiences, tasks and problem solving	Action learning projects, such as fixing a process or troubleshooting an issue.
		Chair a special project
		Job rotation
		Taking charge in a crisis
		External role (volunteering, board membership, etc.)
		Sharing your wisdom by mentoring/teaching/coaching
20%	Relationships	Strong managers
		Mentors
		Strong role models
		Experts
		Wise person who recovered from a failure
10%	Formal training	First-time, high interest course
		Course where networking with peers is invaluable
		Content immediately needed and applicable
		Candid, constructive feedback experience; conclusions put into action
		Problem solving course; problem solving tools
		Increase in strategic understanding
		Follow-up and feedback immediately provided after training