AWARENESS 4CHANGE

Co-funded by the Erasmus+ Programme of the European Union

Training Course for HR Professionals and Employment Mentors

Module IV *'Welcome Diversity'*

Unit B *'Employee Development Plan'*

What does an ‘Employee Development Plan’ look like to you? What does it cover?

- The specific role of the employee
- A potential role of the employee (ie. Promotion)
- Their other / wider contribution to the organisation?
- How could the organisation be developed?

What are the things you need to think about when putting together a plan?

Here are some suggestions…

Performance Managing / Supervision vs. Employee Development

- One is about **competence** at the current role for which the person is employed.
- The other is about how the individual can increase their contribution beyond the current role.
- Both go together – an employee performing well in their current role will be well placed to consider their development and increased contribution.

Initial Conversation

- What are the employee's immediate needs and considerations so that they can perform at their best – (eg. managing energy levels each day)
- What would be a helpful work pattern for the employee?
- What are their personal and professional aspirations and goals?
- Where do these correlate with the organisational goals and development?
- What are the barriers and how can we mitigate / overcome them?

Ongoing Conversation

- Incorporate into the yearly appraisal so there is at least an annual ‘checkpoint’ on the development conversation.
- Identify ‘buddies’ or ‘peer mentors’ who can work with employees in the meantime and on the look out for development opportunities
- Ensure whatever you put in place leads somewhere – nothing so demotivating as great conversations that don’t result in anything.
- Don’t be afraid to change plans – organisations and individual’s lives change

Reviewing and Documenting

- Use a live, dynamic, action planning tool to continually assess where the employee is in their development, where they need to go next, and how to get there.

- Summarise the discussions and ensure action points are captured for review at next meeting.

- Ensure employee OWNS this process – they complete as much documentation as possible so that they are engaged in the content of plans.

Three helpful ‘C’s…

- **CREATE** – help the employee create a vision for themselves within the organisation. What their future goals are and make sure they are relevant to the business needs.

- **CONNECT** – identify who within the organisation needs to be involved in taking the vision forward with the employee. A key role for peer-mentors!

- **CONTRIBUTE** – ensure the opportunities are in place for the employee to make their contribution – in line with their created vision.

Identify internal and external training and development courses

- Learning new skills and developing existing ones is a key ‘way to wellbeing’
- Encourage employee to identify courses that are manageable within daily responsibilities but have a genuinely realisable benefit to them and the organisation.
- Agree with employee how they can feed their learning back into the organisation post-course.
- Include all courses and achievements within action plans.

Summary

- Build employee development into appraisals
- Conduct needs assessment in relation to aspirations / goals
- Identify actual or potential barriers and how to mitigate / overcome them
- Utilise buddies / peer mentors
- Be flexible and responsive to individual and organisational changes
- Review and document effectively
- Three Helpful ‘C’s
- Utilise internal and external training and development courses

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