MY DEVELOPMENT ACTION PLAN

Personal & Professional Development

The purpose of this action plan exercise is to help you capture your key strengths and weaknesses, why you think you are strong or weak in these, and shape areas in which you wish to develop. Using this process, you will be able to develop clear goals for a Development Action Plan.

The Process:

1. Go back to your completed 'people skills self-assessment' and place a check beside the skills you want to develop.

2. Do the same for your completed 'management behaviours self-assessment'. Now consider the skills you do not do well and those which you ranked yourself lowest.

3. Now think about the attributes and skills you have highlighted and how well you perform them. The following process is intended to assist you in analysing your responses, reflecting on your management and leadership abilities, and determining clear goals for your action plan.

4. Revise your Individual Development Plan regularly. Monitor the progress you make on your Plan and raise it with your manager for ongoing feedback on your developmental efforts at your 1:1 sessions.

Development Note

Although it is expected that over the course of your day-to-day job you will develop to some extent in some or all the key skills and attributes, it is important to focus your attention on four specific skills with an intentional action plan which states how you intend to grow or develop.

Personal Development	Professional Development

Personal Development

Looking back at your self-assessments, what are the four *personal* skills/attributes **that you do best**? Why do you do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **personal** skills/attributes **that you do not do well**? Why do you not do these well?

Skill or attribute	Why do I not do these well?
1.	
2.	
3.	
4.	

What are the four personal skills/attributes you have the most interest in developing?

1._____

2._____

3._____

4._____

From this list above, circle the top personal skill/attribute that you would most like to develop.

Professional Development

Looking back at your self-assessment, what are the four **professional** skills/attributes **that you do best**? Why do you do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **professional** skills/attributes **that you do not do well**? Why do you not do these well?

Skill or attribute	Why do I not do these well?
1.	
2.	
3.	
4.	

What are the four professional skills/attributes you have the most interest in developing?

1._____

2._____

3._____

4._____

From this list above, circle the one professional skill/attribute that you would most like to develop.

Team Leadership Development

What are the four **Team Leadership** skills/attributes **that you do best**? Why do you do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **Team Leadership** skills/attributes **do you not do well**? Why do you not do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **Team Leadership** skills/attributes that you have the most interest in developing?

1._____

2._____

3._____

4._____

From this list above, circle the one Team Leadership skill/attribute that you would most like to develop during this program.

Future Focus Development

What are the four **Future Focus** skills/attributes **that you do best**? Why do you do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **Future Focus** skills/attributes **do you not do well**? Why do you not do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **Future Focus** skills/attributes that you have the most interest in developing?

1._____

2._____

3._____

4._____

From this list above, circle the one Future Focus skill/attribute that you would most like to develop during this program.

| Engagement Development | Creative/Innovative Thinking Development |

Engagement Development

What are the four **Engagement** skills/attributes **that you do best**? Why do you do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **Engagement** skills/attributes **do you not do well**? Why do you not do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **Engagement** skills/attributes that you have the most interest in developing?

1._____

2._____

3._____

4._____

From this list above, circle the one Team Engagement skill/attribute that you would most like to develop during this program.

Creative/Innovative Thinking Development

What are the four **Creative/ Innovative Thinking** (CIT) skills/attributes **that you do best**? Why do you do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **CIT** skills/attributes **do you not do well**? Why do you not do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **CIT** skills/attributes that you have the most interest in developing?

1._____

2._____

3._____

4._____

From this list above, circle the one CIT skill/attribute that you would most like to develop during this program.
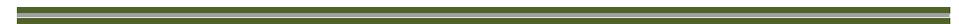
Digging Deeper Development

What are the four **Digging Deeper** skills/attributes **that you do best**? Why do you do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **Digging Deeper** skills/attributes **do you not do well**? Why do you not do these well?

Skill or attribute	Why do I do these well?
1.	
2.	
3.	
4.	

What are the four **Digging Deeper** skills/attributes that you have the most interest in developing?

1._____

2._____

3._____

4._____

From this list above, circle the one Digging Deeper skill/attribute that you would most like to develop during this program.

Summary Development Action Plan

The four Personal and Professional skills I would most like to develop (or attributes I would like to grow) are:

1._____

2._____

3._____

4._____

The four Management Behaviour skills I would most like to develop (or attributes I would like to grow) are:

1._____

2._____

3._____

4._____

Optional Digging Deeper

5._____

Use the Individual Development Plan format below, to write goal statements for each of these skills/attributes.

Dig Deeper

The purpose of this activity is to be honest with yourself. No one but you will see it. The more honest you can be the clearer your development needs will be.

This activity could be used for supporting your PR & D objective setting and in making your development plan more meaningful and measurable.

PERSONAL & PROFESSIONAL DEVELOPMENT PLANNING

INDIVIDUAL DEVELOPMENT PLAN EXAMPLE

Skill or Attribute for Development

- Delegate more effectively

Goal Statement

I would like to delegate more effectively, by assigning work to others based on their skills. I will communicate clearly to ensure shared expectations. I will monitor progress and give constructive feedback

Action Steps	Time Frame
1. Learn delegation techniques from others by consulting with peers who are already delegating effectively	1 month
2. Seek training on delegation & objective setting	1 week
3. Develop a list of suitable tasks I should delegate	
4. Identify which team member has the skills to perform tasks	
5. Establish appropriate checkpoints for task updates and to provide performance feedback to team members	

Outcome Measures

1. Weekly feedback sessions with one team member on quality and volume of assigned delegated tasks

2. Ratings on delegation skills from 360° survey

3. Increased volume of tasks delegated to team members

4. Increased skill & time performance of staff

Plan Review Date

INDIVIDUAL DEVELOPMENT PLAN TEMPLATE

Skill or Attribute for Development	
•	

Goal Statement	

Action Steps	Time Frame
1.	
2.	
3.	
4.	
5.	

Outcome Measures	
1.	
2.	
3.	
4.	

Plan Review Date	