**Internal Movement Introduction and Development Plan**

Congratulations on the new role!

We want to make sure that you get the most out of your new role and that you are able to reach your potential. This Introduction and Development Plan will take you through the first 12 weeks of your new role and is designed to be a supportive tool for you and your line manager.

**Your Role:** Self-learning and development is important. You will need to engage fully with the learning and development that is put in place for you by your line manager. However, you will also need to identify your own areas for personal and professional development and growth in the role. Use these next 12 weeks to take action and focus on self-improvement. If at any point you feel that there is a gap in your learning and development and that you don’t understand or know something which will be essential for you in the role, you will need to raise this at the earliest opportunity with your line manager. Do not wait until your scheduled weekly meeting.

**Line Manager’s Role:** Your line manager will identify the gaps in your knowledge, skills and abilities in relation to the needs of your new role, as well as corporately. They will meet you on a weekly basis to go over these gaps and ensure that there are learning and development opportunities in place for you so that you can meet the requirements of the role within a reasonable time period. Over the next 12 weeks, the weekly meetings will be an opportunity for your line manager to share with you some feedback around how you are getting on in the role and areas for further improvement and development.

**You should be mindful of any agreed transition periods or any periods where your substantive role is being held. This should be marked on this Introduction and Development Plan so that you and your manager can discuss your options at the appropriate times.**

**Role Details**

**Job Title:**

**Job Grade:**

**Cluster:**

**Function:**

Based on the alignment from the re.cr.uit scheme, you will have details about your scoring and how you compared to the role. This would cover your knowledge & qualifications, skills, experience, working style & preferences and capability framework scores.

As part of your development into this role, you may need to look at your role-specific learning and development needs as well as your corporate learning and development needs, particularly if this is a promoted role for you. This is known as being a “T-Shaped Worker”:

A screenshot of a cell phone

Description automatically generated

The ‘broad’ elements are those which are more general and at Aberdeen City Council, we have incorporated those into our Capability Framework (<https://peopleanytime.aberdeencity.gov.uk/peopledevelopment/capability-framework/>). The Capability Framework is split into 4 levels depending on your role in the organisation. You will be able to complete a self-assessment online and you and your manager will be able to review this and identify where any gaps are. Each level has a learning programme on the Learning Academy and these programmes can be used for development purposes to help you reach your full potential in your new role (<https://peopleanytime.aberdeencity.gov.uk/peopledevelopment/learning-academy/>).

The ‘deep’ elements are those which are role-specific. These are the technical elements that are required for your role in order for you to deliver all specific service requirements. This could include things you need to know or understand, qualifications you might need to hold, or technical skills you might need to have. Development of these elements can come from many sources including reading, shadowing, practicing, learning providers, the Learning Academy, or partnership working. What works for you may also depend on your ‘learning style’. A good tip is to assess your learning style during the first meeting with your line manager and then you can both use this to determine how best to meet your development gaps. There are plenty of online tools for this, for example: <https://help.open.ac.uk/making-the-most-of-your-learning-style>.

To support you in meeting your development gaps, you and your manager will complete this Introduction and Development Plan. This will be completed during the first week in your new role. You and your manager will use this Introduction and Development Plan every week over the first 12 weeks to determine how you’re getting on in the role and to ensure that you have everything you need to succeed. Not all development needs will be met over 12 weeks, some may take a significant amount of time. Therefore, you and your manager will agree on a reasonable review date for all development gaps – this date may need to be reviewed on a regular basis.

**Guiding Principles**



It’s important that whenever you are changing roles, you are re-introduced to the organisation’s guiding principles and learn about how they look in your new job. Over the next 12 weeks, these will be discussed in your weekly meeting with your new line manager. We have added suggested questions each week to cover our Guiding Principles.

**Week 1 – Initial Meeting**

At this meeting, the below should be covered:

* Welcome to the role
* Relevant information about the team and service
* Review of alignment and scoring
* Learning style assessment
* Completion of broad and deep development gaps and development plans
* Identification of any reasonable adjustments
* Expectations, working patterns, flexible working arrangements etc.
* Setting objectives for CR&D purposes
* Re-Introduction to the Guiding Principles:
  + How does this role fit into the purpose of the team and wider organisation?
  + How does this role feed into the Local Outcome Improvement Plan (LOIP)?

**BROAD DEVELOPMENT PLAN**

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| **Current Role Capability Level** |  |
| **New Role Capability Level** |  |

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| **Development Gap and Outcome Required** | **What will I do to achieve this?** | **What support will I need to achieve this?** | **Date for review** |
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**DEEP DEVELOPMENT PLAN**

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| **Development Gap and Outcome Required** | **Why is this required?** | **What will I do to achieve this?** | **What support will I need to achieve this?** | **Date for review** |
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**OTHER NOTES**

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| e.g. reasonable adjustments required, mental health and wellbeing discussions, diversity & inclusion discussions, other support available, team induction, corporate induction refresher, other expectations, employee questions, getting to know stakeholders etc. |

**Week 2 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans.

Questions to support your re-introduction to the Guiding Principles:

* What have you learned this week?
* What have you taken pride in this week?

**BROAD DEVELOPMENT PLAN**

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| **Have any new gaps been identified?** | **Have any support plans been amended?** | **Have any gaps been met?** | **Have any review dates been changed?** |
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**Week 3 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans.

Questions to support your re-introduction to the Guiding Principles:

* Have you seen any of the Guiding Principles in action this week?
* What positive feedback do you have about others in your team?

**BROAD DEVELOPMENT PLAN**

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**Week 4 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans. This will also usually be the meeting which should determine if a re.cr.uit trial period has been successful (unless a pre-agreed extrension is in place). For more information about this, please visit <https://peopleanytime.aberdeencity.gov.uk/re-cr-uit-2/>

Questions to support your re-introduction to the Guiding Principles:

* How do you feel about being part of the team right now?
* Are you experiencing any barriers to development?
* Is there anyone that you would like to shadow or learn from?

**BROAD DEVELOPMENT PLAN**

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**Week 5 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans.

Questions to support your re-introduction to the Guiding Principles:

* Have you noticed anything in the team or service that you think could be improved or are wondering why it is done in a certain way?
* What can you do to support any improvement or changes?

**BROAD DEVELOPMENT PLAN**

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**Week 6 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans.

Questions to support your re-introduction to the Guiding Principles:

* Work-wise, what would you like more or less of?
* How are you feeling about the levels of autonomy and responsibility right now?

**BROAD DEVELOPMENT PLAN**

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**Week 7 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans.

Questions to support your re-introduction to the Guiding Principles:

* What is the most important thing you’ve learned so far?
* Is there anything that you have learned that you can share with others across the organisation?

**BROAD DEVELOPMENT PLAN**

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**Week 8 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans.

Questions to support your re-introduction to the Guiding Principles:

* What are you most proud of doing or achieving so far in your new role?
* What would you like to achieve in the future?

**BROAD DEVELOPMENT PLAN**

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**Week 9 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans.

Questions to support your re-introduction to the Guiding Principles:

* Who has been a good support to you in your new role?
* What has made them so supportive?
* How can you show recognition to that person?

**BROAD DEVELOPMENT PLAN**

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**Week 10 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans.

Questions to support your re-introduction to the Guiding Principles:

* In Week 5, you were asked about improvements. Have you made any improvements since then or are you working towards any improvements?
* Is there anything else that you would like to improve?

**BROAD DEVELOPMENT PLAN**

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**Week 11 – Review Meeting**

At this meeting, you should review the development plan and make any amendments as required to review dates or support plans.

Questions to support your re-introduction to the Guiding Principles:

* In Week 9, you were asked about recognising someone who had supported you. Have you done this? How did you do this? What was their reaction?

**BROAD DEVELOPMENT PLAN**

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**Week 12 – Final Review Meeting**

At this meeting, you should complete a review of the development plan. Not all development gaps may have been met yet and that is OK. Development discussions should constantly take place as part of CR&D. For any development gaps that have not been met, these should be reviewed at regular intervals – you may still wish to use the format of introduction and development plan. An agreement of your approach to this should be developed.

Questions to support your re-introduction to the Guiding Principles:

* What is the most important thing you’ve learned over the last 12 weeks?
* In your own words, how does your new role feed into the wider purpose of the organisation?
* What are you most proud of over the last 12 weeks?
* How do you feel about your current levels of autonomy and responsibility?
* Imagine yourself in one year’s time:
  + What have you achieved?
  + What are you able to do that you currently are not able to do now?

**BROAD DEVELOPMENT PLAN**

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**AGREEMENT MOVING FORWARD**

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| **Development gaps (broad and deep) that still need to be met** | **How regularly will we meet to review these?** |
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