DEVELOPMENT PLAN

GUIDE FOR EMPLOYEE

Content

Your CR&D is made up of the following 3 key areas:

- To capture overall progress made to objectives, knowledge and skills and behaviours
- To record and update progress made towards individual work objectives

Goals and Progress Review

- A self assessment against the knowledge and skills indicators assigned to your job role
- A self assessment against the behaviours under the Guiding Principles
- A self assessment of the team environment against the guiding principles

Capability Framework (Knowledge, Skills and Behaviours)

- Identify 3 development priorities from the capability framework
- Capture development areas relating specifically to the job role
- To record and update progress made to identified development areas

Development Plan

This guide will focus on the Development Plan section. To access the other sections, please click on the link above.

Getting Started – Accessing CR&D

Onboarding +			\equiv Employee Dashboard \cdot	Q Search Dashboards or Widgets	
Employee Dashboard	Q Search Dashboards or Widget	S	CT Co Trainer ZZ02	CR&D VIEW ALL	
Welcom			Employee Dashboard	Step 1 - Objectives And Progress Review 2021/22 Awaiting Employee Action Due 01-Mar-2022	
Welcome Here we are going to take you through the ster From here you can complete your profile view Welcome to the company!	ps required to complete the onboarding process. and upload documentation. You can also find more detailed informat	ion about your new role and responsibilities within the organisation.	ProfilePay	Step 2 - Capability Framework 2021/22 Awaiting Employee Action Due 01-Mar-2022	
Your Information		A CoreHR Video	Leave	Step 3 - Development Plan 2021/22 Awaiting Employee Action	
Department Business Support	Your Start Date 01-MAY-21 Was less than 2 months ago.		() Time	Due 01-Mar-2022	and the second s
Your Work Location Marischal College	Your Company Aberdeen City Council	ABERDEEN	CR And D		and the second second second
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Search by review name	Q Current Appraisals	¥		
Review Name	Appointment	Manager	Due	Status
Step 1 - Objectives And Progress Review	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Objectives And Progress Review 2021/22
Step 2 - Capability Framework 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Capability Framework 2021, 22
Step 3 - Development Plan 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Development Plan
				Launch
				Print Review

To access the **Development Plan** section, click on the 3 dots and select **Launch** from the list. To add a new development, click on the **Add Development** button in the top right hand corner.

DEVELOPMENT PLAN (01-MAR-2022)	Development Plan						
Development Plan	As well as the skills needed to achieve work objectives the development plan should also capture any skills and knowledge gaps from the self assessments. The plan should be kept live by transferring the top 3 priorities from the self-assessment. Once these have been completed the next priorities should be added.						
Sign Off (1st March 2022)	Search	Q					
	Development Need	Description	Due Date	Created By	Status		
	Learn more about use of Microsoft teams	Learn about hosting live events	29-0ct-2021	Co Trainer	Developing	0 0 0	
	PECOS Training	Training on ACC Learn	01-Nov-2021	Star Trainer	Developing	:	
	Dealing with Difficult Situations training	Help me deal with conflict or difficult queries	00 Nov 0001	Co Trainer	Developing	:	

Development Plan

You will then see this drop down box with the following fields:

Development Title: this is the area you want to address e.g. presentation skills

Summary: this field allows you to note down how you will meet your development need. E.g. attend a workshop

Due Date: When you want to achieve this development by

Status: a drop down box which allows you to track progress made against the development.

Once you have entered all your information, click on **OK**.

Development Plan

Create Develo	pment Plan	
Development Title	.*	
Summary		
Due Date*		
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	PECOS Training	Training on ACC Learn	01-Nov-2021	Star Trainer	Edit Comments		
Dealing with Difficult Situations training		Help me deal with conflict or difficult queries	09-Nov-2021	Co Trainer	, evel Delete		

The development will then appear in your development plan. You can **edit** or add any **comments** against this objective by clicking on the **3 dots** against that specific development. Your manager can also add a development on your behalf.

Development Plan

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Comr Employe		> Step 3 - Development Plan 2021/22 (Co Trainer - 5	i > Comments				ADD COMMENT
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	Posted By	Comment				Date	
СТ	Co Trainer	Attended session from Digital Cha	imps			07-Jun-2021 15:48	:
			New Commer	tt CANCEL	OK		

Development Plan Adding comments

You and your manager can post comments against the specific development and view a history of comments made.

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	DEVELOPMENT PLAN (01-MAR-2022)	Sign Off (1st Marc	h 2022)		
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1		Requires CoreHR password a	authentication Pending Empl	loyee signing off	
		Date	Action	Ву	
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Development Plan Sign Off

At the end of the CR&D cycle you and your manager are required to sign off this section. In order to do this, click on the **Sign Off** button and you will get a prompt to input your CoreHR password. This will then go to your manager for signing off.