



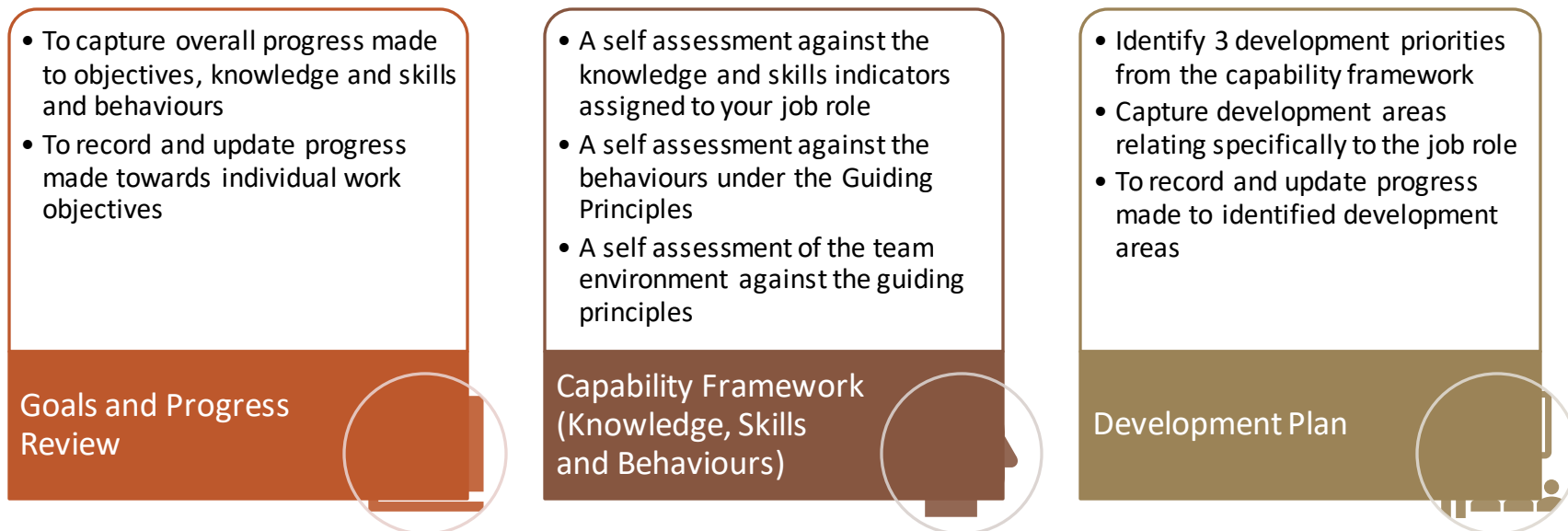
DEVELOPMENT PLAN

GUIDE FOR EMPLOYEE



Content

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



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

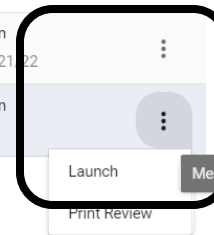
Getting Started – Accessing CR&D

The screenshot shows the 'Onboarding' dashboard. At the top, there is a search bar labeled 'Search Dashboards or Widgets'. Below it, a widget titled 'Employee Dashboard' with a person icon is highlighted with a black box. The main content area includes a 'Welcome' message, 'Your Information' section with details like 'Department: Business Support' and 'Your Start Date: 01-MAY-21', and a 'Checklist' section with a 'Login for the first time' item.

The screenshot shows the 'Employee Dashboard' for a user named 'Co Trainer ZZ02'. On the left sidebar, the 'CR And D' menu item is highlighted with a black box. The main content area features a 'CR&D' widget with a 'VIEW ALL' button highlighted by a black box. The widget lists three steps: 'Step 1 - Objectives And Progress Review 2021/22', 'Step 2 - Capability Framework 2021/22', and 'Step 3 - Development Plan 2021/22', all with a status of 'Awaiting Employee Action' and a due date of '01-Mar-2022'. The background of the dashboard is a scenic image of a beach at sunset.

Search by review name  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 |



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.

Step 3 - Development Plan 2021/22 (Co Trainer - 502360-21)

Employee Dashboard > CR&D > Step 3 - Development Plan 2021/22 (Co Trainer - 5...

ADD DEVELOPMENT

DEVELOPMENT PLAN (01-MAR-2022)

Development Plan

Sign Off (1st March 2022)

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.

Search

| Development Need | Description | Due Date | Created By | Status |
|--|---|-------------|--------------|------------|
| Learn more about use of Microsoft teams | Learn about hosting live events | 29-Oct-2021 | Co Trainer | Developing |
| 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 | 09-Nov-2021 | 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

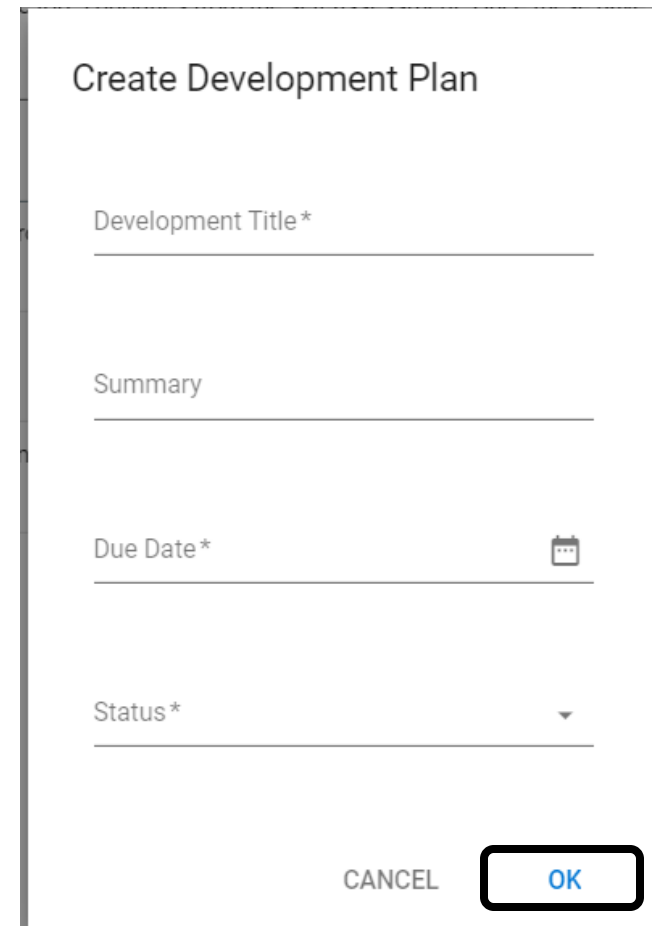
Summary: this field allows you to note down how you will meet your development need. E.g. attend a workshop

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



The image shows a dialog box titled "Create Development Plan". It contains four input fields: "Development Title*" (a text box), "Summary" (a text box), "Due Date*" (a date picker with a calendar icon), and "Status*" (a dropdown menu). At the bottom right, there are two buttons: "CANCEL" and "OK". The "OK" button is highlighted with a black border.

Step 3 - Development Plan 2021/22 (Co Trainer - 502360-21)

Employee Dashboard > CR&D > Step 3 - Development Plan 2021/22 (Co Trainer - 5...

ADD DEVELOPMENT

DEVELOPMENT PLAN (01-MAR-2022)

Development Plan

Sign Off (1st March 2022)

Development Plan

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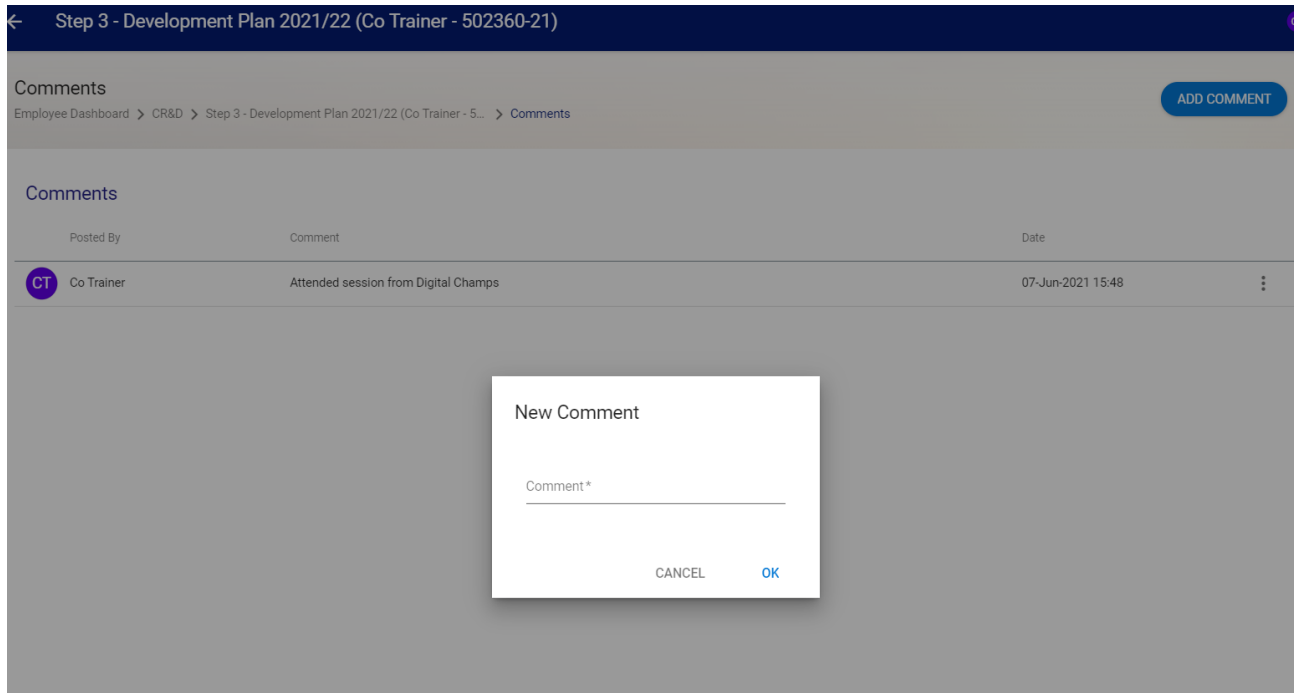
Search

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Development Plan

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



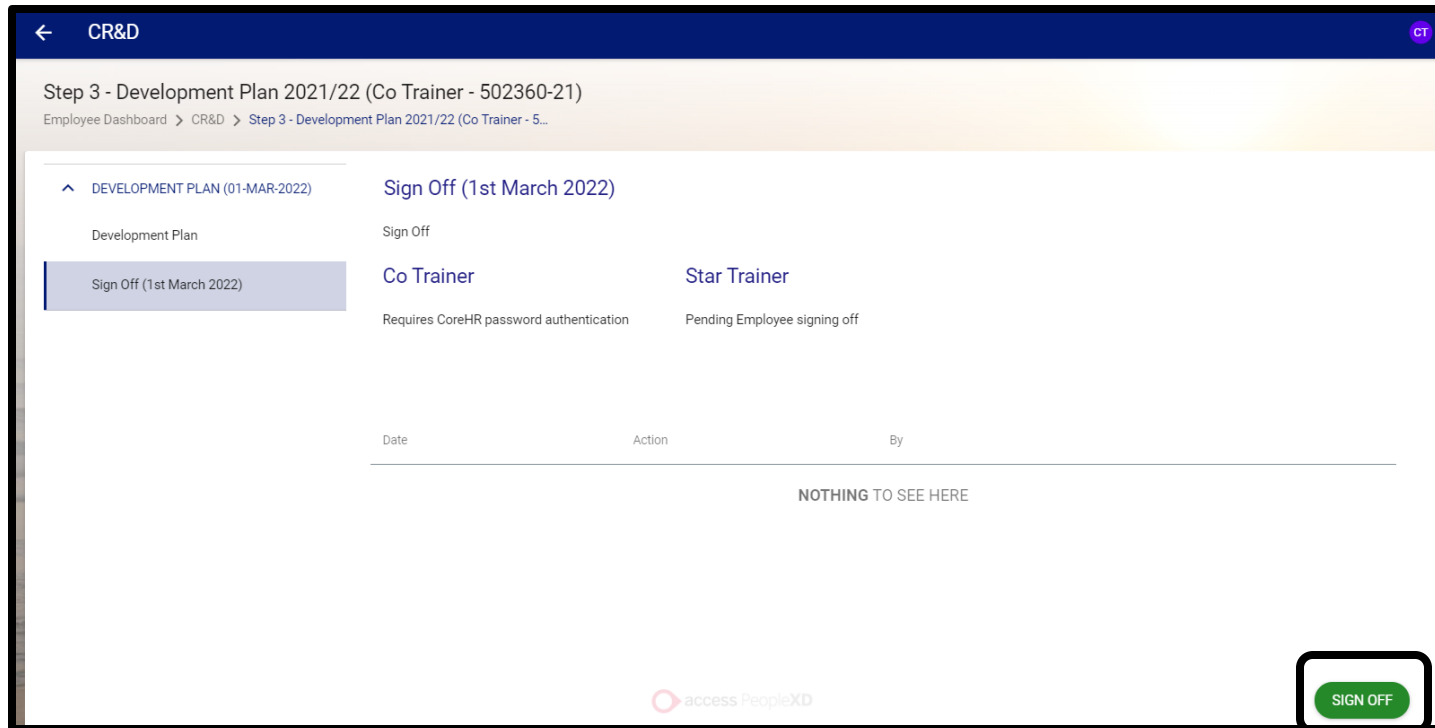
Development Plan

Adding comments

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

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.