

CR&D – STEP BY STEP

A guide on what you
have to do with your
CR&D



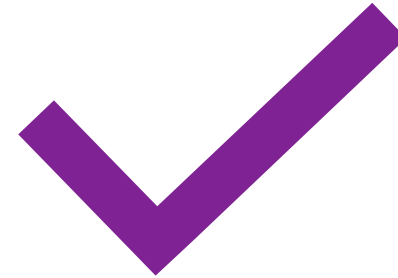
STEP 1: DATES IN THE DIARY

- Do you have your 1:1s planned out with your manager? If not, this is a helpful starting point so you can plan ahead for the year. The frequency and duration of these depends on what you need from your manager
- 1:1s are designed for your benefit so that you get the necessary support from your manager. At the same time regular meetings creates better working relationships between you and your manager and if done really well, can release your full potential
- Make sure that the 1:1s happen. Of course it's not always possible to stick to dates but try to reschedule rather than cancel
- 1:1s are collaborative so think of things you would like to raise or cover before each one

STEP 2: ADD YOUR OBJECTIVES



In CoreHR, add your objectives using the SMART Objective builder. It may be that some of your objectives have been delivered already but that's ok. You just need to mark these as **Complete**



For any objectives that you are still progressing, add any relevant notes and milestones against these

When you should do this by? Have this added before your next 1:1 so that you have something discuss at your 1:1. Please note that you can't add new objectives **after 1 March** since that is when the cycle expires!

STEP 3: YOUR CAPABILITY FRAMEWORK

Have a look at the ratings you added last year and update those you have made progress against. This is again done in the form of a self-assessment.



Keep this version of the framework up to date throughout the year as you undertake development

When you should do this by? Make a start before your next 1:1 and keep reviewing it throughout the year

STEP 4: DEVELOPMENT PLAN

- Keep your development plan up to date by updating the statuses against developments you added previously
- Make sure you add in new items identified from your Capability Framework and Objectives

When you should do this by? Complete this after your 1:1 meeting once you and your manager have had a chat about what development is required.

STEP 5: CONTINUOUS REVIEW

- As you are having your on going 1:1 meetings with your manager, make sure that you keep all parts of your CR&D in CoreHR up to date
- There is an overall rating section in both Objectives and the Capability Framework. Make sure these are updated to reflect your current situation
- By the 1 March, make sure that you and your manager have signed all the sections off

