To be completed by employees to identify, assess and plan to address development needs. Once drafted, use this document to consult with your direct manager to agree and implement development opportunities.

## **Employee details**

|  |  |
| --- | --- |
| Name | Joey |
| Position | Project Consultant – Human Resources (HR) |
| Reporting manager | <<You>> |
| Date | <<Today>> |

## **Self-assessment**

Complete the following self-assessment in order to identify your strengths and weaknesses (opportunities). Address at least one personal and one professional goal in your self-assessment as linked to a development area for you.

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| --- | --- |
| Goal 1  What is your key objective, plan, activity? | Creating client position descriptions |
| Strengths  What was done well? | I was able to conduct interviews with the employer, as well as conduct online research to identify the key roles, responsibilities, accountabilities etc of the role within NGP. Using this information I created position descriptions for each of the positions within the timeframe allocated. |
| Weaknesses  What can be done better?  (Capture any skill and/ or knowledge gaps for development to achieve this goal.) | I was heavily reliant on one subject matter expert/ industry representative which meant that I had to filter through a lot of detail to get to the heart of the role. I did not have access to any HR contacts within this industry to validate or support me in completing this task. |

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| Goal 2  What is your key objective, plan, activity? | In addition to running training sessions in my role, outside of work I help my Nan host her Nursing Home Bingo sessions. |
| Strengths  What was done well? | I am always clear and concise when reading out the numbers or pre-scripted notes during a presentation. |
| Weaknesses  What can be done better?  (Capture any skill and/ or knowledge gaps for development to achieve this goal.) | I experience some anxiety before any public speaking and am not sure I am the most engaging presenter. |

## **Development plan**

Capture the priority areas for improvement and identify appropriate development opportunities as raised in your self-assessment. Include a plan for implementation (how and when it will be achieved) and once actioned the date completed is to be added.

Address at least one personal and one professional area for development in your plan.

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| Area for development | Development opportunity | Plan to implement  (How and when will this be achieved?) | Date completed |
| Access to a range of industry representatives | Join an HR Industry Networking group with clients across a range of industries and specialisations in order to attend informational seminars, build relationships and validate outputs where appropriate.  [AHRI (Australian HR Institute)](https://www.ahri.com.au/events-and-networking) – professional membership - $396 annually. | * Apply for membership within 2 days of receiving approval * Identify and join industry networking groups to support current client’s industry (petroleum), and general consulting (CBSA) industry group over the next month * Reach out to network for information and validation as required |  |
| Public speaking training/ experience | Join a public speaking group in order to practice and build a resilience to public speaking/ presenting in general.  [Toastmasters membership Australia](https://www.toastmasters.org.au/) – one off joining fee of $30-35 plus $11 per month. The course requires 25 projects to be complete which is estimated to take up to 2-2.5 years. | * Apply to join my local Toastmasters within 1 week of approval * Commence attending Toastmasters meetings bi-monthly from within two weeks of joining * Commence delivery of projects (presentations) within one month * Complete 25 projects within 2 years * Complete reflection to identify key skills developed and impact on public speaking/ presentation going froward. |  |

## **Approval**

Capture the required approval to proceed with plan to implement development opportunities as outlined above.

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| --- | --- |
| Manager name |  |
| **Manager title** |  |
| **Manager comments**  Outline any additional comments and/ or suggestions relating to the opportunities/ implementation plan above.  (Word range: 50-90 words) |  |
| **Manager signature** |  |
| **Date approved** |  |

## **Reflection**

Employees fill in this section once they have completed their development opportunities as a self-reflection to identify the key take aways and value add of the development opportunity.

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| --- | --- | --- | --- |
| Development opportunity undertaken | Development key deliverables or outcomes achieved  (What did the development teach you?) | Personal or professional implications  (Did this address the development need?) | Date of reflection |
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<<Add more lines as needed>>