

PERSONAL AND CAREER DEVELOPMENT PLAN EXAMPLE

DEVELOPMENT NEED/GOAL	DEVELOPMENT ACTIONS		MEASURE/TIMING	BY WHOM	RESULT/ACHIEVED
1. Enhance capability to drive performance through others, clearly communicating my expectations of direct reports, empowering them and offering them coaching to enable delivery of agreed standards	<i>Experience on-the-job (70%)</i>	<p>Focus on and be able to describe the impact of under-performance both for the individual and the organisation</p> <p>Think through obstacles to performance and identify ways to remove or reduce these</p> <p>Shift from providing solutions to direct reports to coaching</p>	<p>Review direct reports' performance reviews to ensure performance expectations and deliverables are clear – Nov-Feb</p> <p>Undertake 360° leadership feedback – Oct</p> <p>Demonstration of commitment to coaching-feedback from staff – ongoing</p>	<p>Self</p> <p>Self</p> <p>Self</p>	
	<i>Exposure to others (20%)</i>	<p>Obtain coaching from Manager on how to have difficult conversations.</p> <p>Role play difficult conversations with Manager, peer or HRO first</p>	<p>Feedback from direct reports about impact of more open conversations. Evidenced by 360° feedback – Oct.</p>	Self/Manager	
	<i>Education & Formal Training (10%)</i>	<p>Participate in 'Pathways to Performance' training course.</p>	<p>Participate in next available program, no later than June next year.</p>	Self/OD	

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<p>2. Tendency to work around individuals who I see as less informed. Do not recognise that people with different styles and experience can contribute unique, value adding suggestions.</p>	<p><i>Experience on-the-job (70%)</i></p>	<p>Take on role of “an idea facilitator”, thinking afresh about each situation and seeking input specifically from colleagues and integrating views/ideas into work plans.</p>	<p>Present/Report back collective view to Faculty meetings – every second month.</p>	<p>Self</p>	
		<p>Add to team meeting agenda</p> <p>Practice asking open questions rather than making statements and show that I am listening to staff responses.</p>	<p>Positive 360° feedback on working collaboratively – Oct.</p>	<p>Self</p>	
			<p>Team feedback regarding active listening and facilitation skills.</p>	<p>Self/Team</p>	
	<p><i>Exposure to others (20%)</i></p>	<p>Design and facilitate a Departmental off-site meeting to enable cross-functional information sharing and generation of solutions.</p>	<p>Attend by March next year. Development Plan updated following participation.</p>	<p>Self</p>	
	<p><i>Education & Formal Training (10%)</i></p>	<p>Participate in a ‘Diversity and Inclusion’ training course. Seek guidance from OD team for recommendation.</p>			

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3. Developing assertiveness skills with internal customers	<i>Experience on-the-job (70%)</i>	Understand frequent types of requests for process deviations and develop question and answer document.	Q&A document completed by November. Effectiveness measured by less than 5% deviations to process.	Self Self	
	<i>Exposure to others (20%)</i>	Role play managing the Customer interaction with my Manager	Role play completed and Manager feedback acted on in day to day customer interactions.	Self/Manager	
	<i>Education & Formal Training (10%)</i>	Participate in 'Delighting Internal Customers' training program.	Attend training course before planning cycle commences in July.	Self	