

EXAMPLE SKILLS ASSESSMENT DEVELOPMENT PLAN

Please note your development plan will be strengthened if you attach a CV and Job description/ profile i.e. if you are a specialist in this particular field then this should indicate certain proficiency

YOUR NAME:		GROUP NO:		MODULE: People Resourcing	
DEVELOPMENT AREAS	WHAT DO I WANT/NEED TO LEARN?	WHAT WILL I DO TO ACHIEVE THIS?	WHAT RESOURCES OR SUPPORT DO I NEED?	WHAT WILL BY SUCCESS CRITERIA BE?	TARGET DATES FOR REVIEW & COMPLETION
Professional and ethical behaviour Possession of the appropriate professional and technical capabilities, specialist subject (especially legal) knowledge, integrity	Understanding and application of equal opportunities/non-discriminatory actions when interviewing/ selecting people so that I remain professional and legally and ethically correct in my approach	<i>To be completed</i>	<i>To be completed</i>	<i>To be completed</i>	<i>To be completed</i>
Business understanding Adoption of a corporate perspective, including awareness of financial issues and business processes and operations, of customer priorities and of the cost/benefit calculations when contemplating continuous improvement or transformational change	<i>To be completed</i>	To get and understand the cost benefit analysis for the 'people bank' project and discuss its rationale with the central team dealing with this.	<i>To be completed</i>	<i>To be completed</i>	<i>To be completed</i>
Personal drive and effectiveness The existence of a positive "can do" mentality, anxious to find ways round obstacles and willing to exploit resources to accomplish objectives	<i>To be completed</i>	<i>To be completed</i>	The Scope to develop in existing role and show skills by discussing with the team the advantages for me/ the team/ the organisation	<i>To be completed</i>	<i>To be completed</i>
Customer focus Concern for the perceptions of personnel and development's customers, including senior management	<i>To be completed</i>	<i>To be completed</i>	<i>To be completed</i>	<i>To be completed</i>	Develop action plan by Jan05, Roll out actions Feb05, Review and evaluate every three months. To be able to clearly state the customer benefits of the actions by the required date.
Added-value result achievement A desire not to only concentrate on tasks, but rather to select meaningful accountabilities - to achieve goals which deliver added value outcomes to the organisation, but simultaneously to comply with relevant legal and ethical obligations	<i>To be completed</i>	<i>To be completed</i>	<i>To be completed</i>	By March 2004, I will have conducted a disciplinary and seen it through to a satisfactory conclusion and to have reviewed our policy for amendments	<i>To be completed</i>
MARKER'S COMMENTS:					
NAME OF MARKER:		OVERALL MARK:	10		
DATE MARKED:					