Leader Toolkit
Build your development plan

We are **INSPIRATIONAL** leaders, **DEDICATED TO QUALITY**.

We inspire each other to be brave and bold and stretch ourselves to improve our performance.

Why use this tool

Use this tool to help you think through your development objectives for your development plan.

When to use this tool

Use this tool to help you *identify your development objectives before* you create your development plan or career plan in *PACE.*

How to use this tool

1. **Decide which role** you are going to build your development plan around i.e. your current role, a future role or is it about building general skills?
Use *Understand your career anchors* to help you decide.

2. *Build your development objective*

   a. *Work out the capabilities required for the role*

      i. Use the role description and any other sources of information about the role. If you have completed the Stepping Up tools, use what you have learned from them.

      ii. If you are focusing on your current role, then take into consideration your previous performance reviews.

   b. *Rate yourself against each capability/ requirement for the role.*

   - **Strength** - I consistently demonstrate this capability over and above the level expected.

   - **Meets** - I consistently demonstrate this capability at the level expected.

   - **Needs development** - I do not demonstrate this capability consistently or I do not demonstrate it at the level expected for the role.

   c. *Note why you have rated yourself this way* – Describe what you do well or what you need to be able to do. This will be helpful in giving you direction on your development objective.

   d. *Describe your development objective*
   Use the *SMART goals* resource to help you build a good objective.

Tips

- Remember, planning to *use a strength* is an important part of development planning

- If you are focusing on a future role, consider talking to someone who can give you some *insights into that role*

Build your development plan

1. **Select the role this plan is to be built around -**

   Current role   **Future role**   **or General skill set**

2. **Build your development objective**

a. **Requirements for the role**	b. **Your evaluation**	c. **Note why you have rated yourself this way**	d. **Your development objective**
List the *capabilities/ skills* required for success in the role	▪ Needs development[1] ▪ Meets[2] ▪ Strength[3]	List what you do well or what you need to be able to do	Describe the objective that you will set yourself in your development plan

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[1] **Needs development** - I do not demonstrate this consistently or I do not demonstrate it at the level expected for the role.

[2] **Meets** - I consistently demonstrate this capability at the level expected.

[3] **Strength** - I consistently demonstrate this capability over and above the level expected.