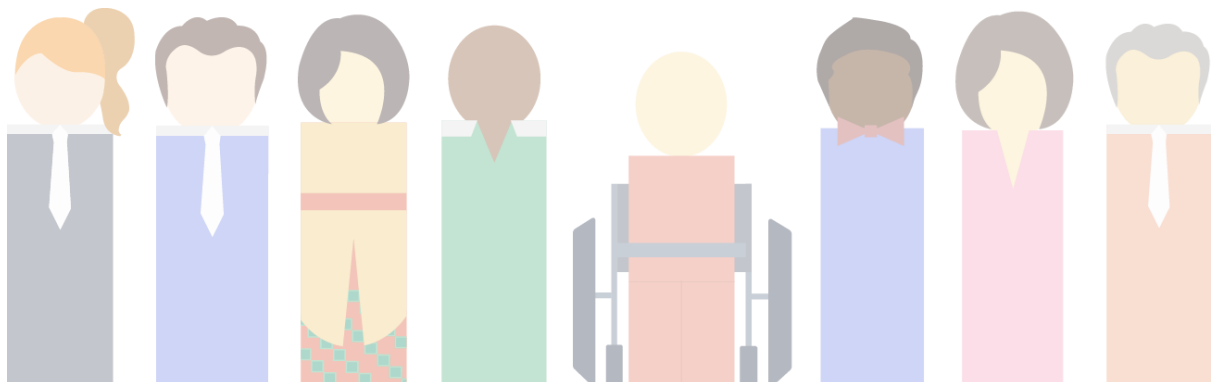




Nine Dots Development
Learn Today, Lead Tomorrow.

PDP Template to Help You Guide Employee Development



PDP Template to Help You Guide Employee Development

A Professional Development Plan (PDP) is a valuable tool for managers to guide and support their staff's growth and development. This template will assist you in creating a comprehensive PDP for each of your team members. By collaboratively setting goals, identifying development areas, and defining action steps, you can empower your staff to reach their full potential.

Section 1 Employee Information

Employee Name:

Job Title:

Department:

Date:

Section 2 Goal Setting

Long-Term Career Goals:

Encourage your employee to articulate their aspirations and long-term objectives. Discuss their desired career trajectory and how it aligns with their role in the organisation.

Short-Term Development Goals:

Work together with the employee to define specific, measurable, achievable, relevant, and time-bound (SMART) goals. These goals should be aligned with their long-term aspirations and relevant to their current position.



Section 3 Strengths and Areas for Development

Strengths:

Identify and acknowledge the employee's existing strengths and areas where they excel. Discuss how they can leverage these strengths in their professional growth.

Areas for Development:

Discuss areas where the employee can enhance their skills or knowledge. This could include technical competencies, leadership abilities, communication skills, or specific job-related skills.

Section 4 Action Steps

Development Activities:

Collaboratively determine the actions or activities that will help the employee achieve their goals and address their development areas. These activities may include training programs, workshops, coaching sessions, job rotations, or self-study initiatives.

Resources and Support:

Identify the resources and support required for the employee's development. This could include providing access to learning materials, assigning mentors or coaches, allocating time for training, or funding for external courses.



Timeline:

Establish a timeline for each development activity. Set milestones or checkpoints to review progress and adjust the plan as needed. Encourage regular feedback and discussions to keep the employee engaged and motivated.

Section 5 Measurement and Evaluation**Key Performance Indicators (KPIs):**

Determine measurable indicators that will track the employee's progress toward their goals. These could include metrics such as increased sales, improved customer satisfaction ratings, or successful completion of specific projects.

Evaluation and Review:

Establish regular intervals to review the employee's progress. Schedule formal performance evaluations to provide feedback, discuss achievements, and adjust the PDP accordingly. This helps keep the employee accountable and motivated.

Section 6 Signatures

Manager's Signature:

Employee's Signature:

Date:



Recommended Training for New Managers

We offer several programmes which are specifically designed for new managers:

Fast-track New Manager Course

The graphic is a dark blue rectangular banner. At the top left is the 'Nine Dots Development' logo, which consists of a 3x3 grid of white dots. To the right of the logo is the text 'Nine Dots Development' in white, with the tagline 'Learn Today, Lead Tomorrow.' below it. In the top right corner, the phone number '+44 (0) 1332 527 905' and the website 'ninedots.co.uk' are listed in white. The main title 'Fast-track New Manager Course' is prominently displayed in large white font. Below the title, it says '4-workshop Course (CMI Add-on Available)'. A short paragraph describes the course's benefits. On the right side, a light blue box contains a list of six bullet points, each with a white checkmark icon. At the bottom of the banner, there is a horizontal bar with colored segments (grey, green, orange, teal, pink, purple) and logos for 'ilm', 'CMI', 'Education & Skills Funding Agency', and 'Apprenticeships'. To the right of these logos are six stylized icons of people wearing graduation caps.

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Fast-track

New Manager Course

4-workshop Course (CMI Add-on Available)

Gives participants the key knowledge and skills to better understand their role as a new manager, successfully deliver the role, work with others across the organisation, and ensure that their team is effective, efficient, and productive.

This programme will help participants:

- ✓ Understand new manager responsibilities
- ✓ Organise their time efficiently
- ✓ Prioritise, allocate and resource workload
- ✓ Set and monitor SMART objectives
- ✓ Nurture a high performing team
- ✓ And much more...

ilm CMI Education & Skills Funding Agency Apprenticeships

This course contains 4 x live virtual workshops and is delivered over 4 months:

- Workshop 1: Leadership & Management Excellence
- Workshop 2: Managing Operations
- Workshop 3: Effective Business Communication Skills
- Workshop 4: Building Effective Teams

It can also be delivered face-to-face in-company for groups of 5-12.



Funded Level 3 Team Leader Programme

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Funded Learning • Level 3 • CMI Accredited

Team Leader Programme

Take your **new** and **existing** staff from untrained or self-taught managers to confident, qualified and highly skilled leaders able to perform and progress within your organisation.

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This programme consists of 8 x blended modules and is delivered over 13+ months:

- Personal Development Planning
- Building Effective Teams
- Managing Operations
- Enhanced Business Communication Skills
- Project Management Skills
- Leading and Management Excellence
- Budgeting and Resource Management
- Data-Driven Management

Tailored In-company Management Essentials Programme

This programme consists of 3 days of training:

- Understanding the Role of a Manager and Defining Team Focus
- Communicating Effectively to Get the Best from Your Team
- Developing and Coaching Your Team for Success

This programme is ideal for groups of 5-12 and can be tailored if there are specific topics you would like included.





Nine Dots Development

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