

Personal Development Plan

AS WITH ALL OF THE ASSOCIATION'S POLICIES and PROCEDURES, THIS DOCUMENT, IN FULL AND IN PART, CAN BE MADE AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE, AND IN TRANSLATION INTO MOST OTHER LANGUAGES –

**PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE
A VERSION IN A DIFFERENT FORMAT**

Approved By	Committee of Management at the meeting on 1 st May 2019
Reviewed	July 2019
Next Review	May 2023
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1.0 Purpose

- 1.1 The fundamental reason for having Personal Development Plans (PDP) is to improve the performance of the Housing Association in achieving its objectives, through the maximisation of individual employee and team potential.
- 1.2 The PDP process is based on the principle of devising a set of goals against which we can measure individual progress throughout the year and which we can track to see personal progression and development. These goals will be aligned to the goals of the organisation and will also provide direction and set expectations.

We have listened to feedback from all Staff and the Management Committee and developed the PDP process so that it is:

- Linked to Whiteinch and Scotstoun's Organisational Values
- Simpler, easy to use & more focussed
- Flexible and adaptable for any role
- Has ongoing conversations

This will be achieved by looking at

- My Goals -What I do
- My Competencies -How I do it
- My Development - What support do I need
- My Conversations- ongoing discussions with my line manager

- 1.3 The PDP process will provide a window of opportunity for all staff to get time with their manager to focus on 'themselves' i.e. their goals, ambitions, priorities, skills, strengths and development needs.

2.0 Principles

- 2.1 It is recognised that best results will be achieved if the Personal Development Plan is conducted in an atmosphere of mutual trust and respect.
- 2.2 The Development Review will assess the overall achievements rather than day-to-day details. This should be for a period of no longer than a year, but will be reviewed within that period.
- 2.3 The aim of the Development Review is to achieve mutual assessment and agreement on the employee's objectives, behaviours and development needs. Through-
 - A clear, shared and documented understanding of personal priorities & commitments for the coming year

- Clear expectations for performance, behaviours and personal development
- A meaningful and appropriate set of Training needs along with timescales for completion

2.4 The PDP process allows for ongoing conversations. Therefore there should be no element of surprise prior to the formal review session at the end of the year.

The 'Progress / Notes' section for each of the Goals can be used:

- To capture information throughout the year which can be used for discussion as part of the mid-year and end-of-year review as evidence of progress
- To record achievements and successes as well as development & support requirements at the time rather than trying to remember events at just certain points in the year.

2.5 Committee members, managers and staff involved in the Personal Development Plan will undergo appropriate training.

2.6 A completed PDP is a personal document. The manager and staff member should agree how it will be stored so that it may be easily accessed for updating.

3. Procedures

3.1 Prior to the Annual Meeting

Your conversations throughout the year will clearly influence the review meeting and both manager and staff member should take sufficient time during working hours to prepare for the meeting and should understand the framework and objectives of the process.

3.3 The Annual Meeting

Sufficient time, at least an hour, should be allocated to the annual review. The reviews throughout the year are likely to be shorter and will depend on individual circumstances.

3.4 Post the Annual Meeting

If possible, the PDP form should be completed by the staff member during the review meeting. If it is completed after the meeting, then this should be done as soon as possible and visible to both parties.

By agreement either party may note the review meetings on the PDP form.

4. Equal Opportunities Testing

- 4.1 In accordance with the Association's Equality & Diversity Policy, this Policy has been consciously considered to judge whether there is any likelihood that its presentation or operation could in any way lead, no matter how inadvertently, to discrimination. The conclusion of this exercise is that it is believed that the Policy should operate in a non-discriminatory way.

6. Policy Review

- 6.1 To reflect that this is a new process, an initial review will be carried out in July 2019. The policy will then be reviewed every five years.