

Personal Development Discussion

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| **Graduate details** |
| **Name** |  |
| **Start date** |  |
| **Line Manager details** |
| **Name** |  |
| **Job title** |  |
| **Department/division** |  |
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Period Covered: ………………………. To: ……………………….

A meeting to complete this form should take place within two weeks of the graduate taking up their role. Regular one to one meetings with the manager should take place with pre-arranged review meetings; you should determine if this is most appropriate to do on a weekly, bi-weekly or monthly basis initially. This form is retained by the graduate and their manager. The relevant Head of Department/Manager will also have an opportunity to review the form.

***This form should continue to be used for the duration of the graduate training scheme. Below is an example table of how you might look to set out your review meeting schedule.***

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| **Dates for meetings** | **Review 1** | **Review 2** | **Review 3** |
| **Start of project** |  |  |  |
| **Meeting 1** |  |  |  |
| **Meeting 2** |  |  |  |
| **Meeting 3 end of project** |  |  |  |

# Line Manager Support

A critical aspect of any development programme is the ability to transfer what is learnt to the workplace. Studies have shown that this ***transfer is more effective when there is high quality interaction between the participant and their immediate manager*** as this relationship is a greater predictor of the long term impact of skills development than any other.

The key to creating a meaningful discussion is to identify together what skills, behaviours and knowledge are required in order to do your job well. Use the job description, ‘create’ a visual that defines your role or the role you aspire to. Also consider how the department may need developing for future resilience, how will this impact on you and your current skill set? What are the likely demands generated from department strategy?

***You should consider developing a SWOT analysis together***. The template to the SWOT analysis can be found in the Graduate Learning Log. The link to the MindTools® site may also prove useful and of course there are some ideas on via the e-Learning Academy that will add to your resources.

# Guidance for the graduate:

The graduate and the line manager should complete the sections by outlining objectives and development or training that would assist the graduate in reaching those objectives. Achievement is both about the individual’s own personal achievements and contributing to the achievements of others.

The table of objectives provides you with the opportunity to monitor and review progress the actions and tasks completed for each objective and receive feedback from your manager after you have completed them. Use the development plan to log the areas of development that you want to focus on in which to help you better achieve the objectives set with input from your line manager.

***You should document your conversations with your line manager in the Graduate Discussion Template in this document.***

# Guidance for the line manager:

The table of objectives provides you with an opportunity to set, monitor and review the graduate’s work tasks and development objectives and provide feedback on completed tasks to aid development and progression.

# Objectives should be:

* SMART (Specific, Measurable, Achievable, Relevant and have a Time frame).
* Clear and concise and the number of objectives will depend on the complexity of your role. They should also include personal development objectives.
* Be kept active by you throughout your rotations, in discussion with your line manager. You may wish to return to your objectives during the year to reflect on your progress. You may also have overall objectives at the start of your first rotation that you may return to at different times during your different rotations.
* Contribute to your departmental plan and objectives (and/or to the University’s Strategic Plan) and show where your work contributes to your team or the service you provide.
* Cover the breadth of your role, e.g. for colleagues engaged in academic work: research, teaching, enterprise, engagement, leadership and citizenship.
* Support our University’s values (Inclusive. Inspiring. Impactful).

**Graduate Development Discussion 1 (probationary)**

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| **Objectives for the project/role** |
|  | **Objective** | **Link to departmental plan and objectives and/****or the organisation strategic plan** | **Measure of success** | **Timeframe** | **Progress** |
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| **Development plan- This must include completion of all mandatory training required and skills/development that have been identified through the selection/induction process as well as any training specific to this role.** |
| **What skills, knowledge and experience will you need?** | **How will this need be met? (e.g. self- development, e-learning, Sponsoring, reading,****course attendance)** | **What other support will you need?** | **What is the time frame?** | **progress** |
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| **Summary of the discussion** |
| **Comments from the line manager** |
| ***Start of project conversation****How has the graduate understood what is required of the project/role?****Month 1*** |

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| *How has the graduate settled into the role? What is working well?**Are there any difficulties or blockers?****Month 3****What is working well?**Are there any difficulties or blockers?****Month 5****What is working well?**Are there any difficulties or blockers?* |
| **Comments from the graduate** |
| ***Start of project conversation****What hope do you have for this project/role? Also please complete the learning log at the end of this document.****Month 1****How have you settled in? What is working well?**Are there any difficulties or blockers? What support do you feel you need?****Month 3****What is working well?**Are there any difficulties or blockers? What support do you feel you need?****Month 5****What is working well?**Are there any difficulties or blockers? What support do you feel you need?* |
| **Graduate signature:** |
| **Line Manager signature:** |
| **Date:** |

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| **End of conversation with line manager and transition** |
| **Feedback on discussion 1** | **Graduate** | **Line Manager** |
| **What went well?** | **What went well on the project?** |  |
| **What could be improved?** |  |  |
| **Final reflections** | **How have you developed personally?** | **How have you seen the graduate develop?** |
| **Line Managers recommendation at 5 months for probation review** |
| *Please delete as appropriate:** I recommend confirmation of the probationary appointment
* I recommend non-confirmation of the probationary appointment (this decision must be made in consultation with HR)
* I recommend extension of the appointment by three months (this decision must be made in consultation with HR)
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| **Is the graduate’s employment to be confirmed?** |  |
| **Actions for transition to next rotation** |  |  |
| **Graduate signature:** |  |  |
| **Line Manager signature:** |  |  |
| **Date:** |  |  |