

# Your 5 step plan to reaching your development goals

We want everyone to be brilliant at delivering Unforgettable Holiday Happiness.

Planning your development helps you **focus on the future** and **what you need** to get there. This guide will help you get clarity. Whether you want to be the best you can at delivering your goals, or get closer to your next career move.

We recommend that you use this together with **My Best Me**, which you can find on [The Cove](#). My Best Me makes planning and developing yourself easier than ever.

## Development planning at a glance



# Your 5 step plan to reaching your development goals

## Step one

### Explore your strengths and development areas

By doing this, you'll understand where you should focus when it comes to your development.

**Here's how you can do this.**

*While we recommend all three ideas, just taking one step will give you a lot more clarity.*

#### 1) Take the My Best Me quiz

The My Best Me quiz will help you spot some immediate areas of focus. You'll find it on [The Cove](#) (Library > My Best Me > Start here)

**Once you've taken the quiz, ask yourself:**

- What are your top three development areas?
- What are your top three strengths?
- Were there any surprises?

#### 2) Ask other people

Asking for feedback from colleagues and stakeholders is a great way to understand how you can become better in future. You could ask this in a STOP, START, CONTINUE format. Read more about how to make the most of receiving feedback [here](#).

#### 3) Ask yourself

Reflect on the questions on this page to help you drill down into some key areas of focus.

### Ask yourself

#### Your current role

What skills, knowledge or experience do you need to help you deliver your 2021 goals?

What are you the 'go to' person in your team for? Where could you use your strengths more?

If you've received feedback from other people, are there any common themes?

**Top tip:** Review your job description to help you understand if there are any gaps

#### Your career aspirations

What do you want to achieve in your career?

How do you want your life to look outside of work? How do your career aspirations fit?

What do you enjoy the most in your role now? What do you find difficult or challenging? Why?

What skills or expertise is your team or department lacking?

#### Carnival UK Culture Essentials

How do you currently live our [CUK Culture Essentials](#)? Remember, they describe **how** we do things every day.

Which ones would you like to develop further?

What do you need to help you to this?



Speak Up



Improve



Respect & Protect



Communicate



Listen & Learn



Empower

# Your 5 step plan to reaching your development goals

## Step two

### Have a conversation

Now you have a clearer idea about where you might want to focus, it's time to bring those focus areas into a conversation with your manager.

Your manager will listen, guide and ask you open questions so you can explore your thoughts and ideas together. This means you'll have a deeper understanding of your interests, skills and focus areas.

There's no one more invested in your development than you. This means that you can expect to do most of the talking!

Be as open as you can. The more honest you are, the more you'll get out of it. Your manager will be happy to listen, support and champion you. Remember, it's really rewarding for them to watch you grow.

**By the end of the conversation, you'll discuss and agree some achievable development goals.**

TOP TIP - You'll have a formal development conversation at set times of the year, but you don't need to wait until then.

## Step three

### Build your goals

During your conversation, you'll agree some development goals with your manager.

#### What does a good development goal look like?

Development goals don't have to always be big, long term, or complex. The simpler they are, the easier they are to tackle!

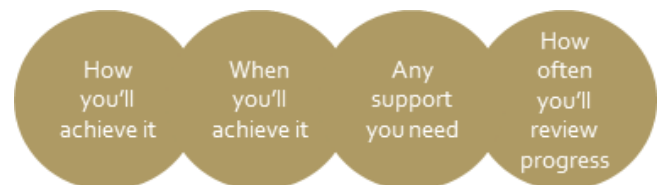
#### We recommend up to three simple goals

- One strength (because we should always build on our strengths) and
- Two development areas

Ideally your development should help you do any of the following things:



#### For each goal, you'll agree...



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## What does an example look like?

### Goals don't have to just be about tasks.

There are always behaviours we can be developing that go hand in hand with **how** we 'do' our work; especially when it comes to the culture essentials.

### Here are two different examples of development goals.

#### A task focused goal

Learn how to create Widget reports using SmartWidget software

**How I'll do it ...** Shadow Sarah when she creates the weekly Widget report. Start creating the weekly Widget report with Sarah's supervision. Do some elearning about the SmartWidget software.

**I'll know I'm successful when...** I can create Widget reports without any help

**I'll achieve it...** Within 3 months

**I'll review my progress...** Every 1:1 with my manager

#### A behaviour focused goal

Develop in the Improve culture essential by being more mindful of others in meetings

**How I'll do it...** In meetings, be more mindful of impact on others particularly when they express an opinion. Avoid negative language and use build statements or questions to understand more. Be open to ideas, discuss and influence to reach mutual understanding or a way forward. I'll ask for regular feedback and use Good Practice for tips to help with my techniques.

**I'll know I'm successful when...** Better engagement and discussion in meetings, stronger relationships, a more supportive team and positive feedback

**I'll achieve it...** By the end of the year – I'll collect feedback for my end of year conversation to support this

**I'll review my progress...** Every 1:1 we will review what has and hasn't gone well with my manager.

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## Step four

### Work out how you'll achieve them

When it comes to the activities that'll help you develop, it can be hard to know where to start.

**You might be thinking about a course or a workshop but the best development activities are often much simpler.**

### Try it, Discuss it, Learn it

Research shows that we usually learn best 'on the job', but we often need a mix of different methods

**Trying it** through day-to-day tasks, challenges and practice.

**Discussing it** through collaboration and sharing, in person or online.

**Learning it** through more formal learning such as downloading recommended content from My Best Me, or completing a course or qualification.

Research says that we learn mostly through **Try it** tasks (about 70%), followed by **Discuss it** (about 20%) and then **Learn it** (10%).

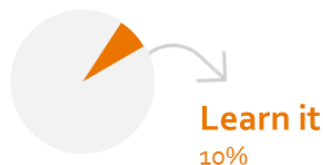
Want some inspiration? Here are some ideas to get you started.



- Get involved in a new project
- Take on a new and challenging responsibilities
- Offer to help others just for experience
- Apply new techniques to real situations
- Facilitate and chair meetings
- Introduce new ways of working
- Use feedback to try a new approach
- Practice and reflect on how it went
- Find opportunities to network and interact with senior leaders
- Ask your manager to delegate new work to you
- Represent your line manager in a meeting
- Take an opportunity to experience a new role
- Spend some time with a colleague learning about their job and ways of working
- Speak at internal or external events
- Become a team member in a project where you have no knowledge
- Cover for other peoples work while they are on holiday



- Discuss your development with your manager
- Ask for feedback and be open to receiving it
- Ask questions
- Actively seek out advice, opinions and ideas
- Talk to someone who will support and challenge you
- Ask a team member to coach you
- Talk to an expert in the subject
- Discuss what you've learned in your 1:1s
- Share your own knowledge with your colleagues
- Participate in group discussions
- Build your network, internal and external, and learn from it
- Buddy up with a colleague to share experiences and knowledge



- Access videos, articles and tools that can support you
- Research topics and techniques
- Read books
- Listen to podcasts and webinars
- Attend a course or workshop
- Read internal communications updates
- Think about a professional qualification
- Take an elearning course

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## Step five

### Record and review

Once you've had a conversation with your manager, go to the **MyHR Portal** and capture the outputs from your discussions.

There is a guide to help you do this on AskHR. You'll find this on *The Insider* > *Quick Links* > *AskHR*.

You may also want to make your own record so you can revisit your goals and keep track.

**Be sure to keep reviewing your progress against your goals with your manager in your 1:1s.**

**Your development goals are a working progress so be sure to keep them fresh and switch them up as you achieve them and move through the year.**