



# Individual Development Planning

# Individual Development Planning

Your guide to creating your development plan...

Your Individual Development Plan is an effective way to help you focus on developing in your current role and/ or preparing you for future opportunities. Use this document to guide your development discussion with your line manager identifying important goals for personal development and considering different ways to do this, applying a 70:20:10 approach.

This guide will help you:

- Prepare for your development discussion and discuss with your manager
- Capture the outputs from your discussion on a Development Plan
- Review and revise

Prepare for your development discussion and discuss with your line manager

As well as setting your objectives, you and your manager should regularly discuss your strengths and areas for development. Including your current knowledge, skills, behaviour and career aspirations. This will help you and your manager agree your personal and professional development plan.

To help you to think about where to focus your development goals, consider the 3 step approach and the questions below that will support a development conversation with your manager.



## Ask yourself these questions...



### Your current role

- What are your strengths in your current role?
- What more could you do to develop your strengths further?
- Are there any areas where you could increase your knowledge, skill or experience, to excel in your current role?
- Who could you seek feedback from, to help you identify any areas of focus?
- Who do you know who consistently demonstrates the skills or behaviours you are looking to improve?

### Your career aspirations

- What do you want to achieve in your career?
- What aspects of your current role do you enjoy the most?
- What knowledge, skills or behaviour do you need to develop, to support your career aspirations?
- Can you identify anyone who currently does this role or demonstrates these skills?

### Focusing your development goals

- What are your priority areas of focus for your development? (We recommend 1-3 goals)
- What support do you need to help you achieve this?
- How can you apply the 70:20:10 approach, when identifying the actions you will take?
- What does good look like for this goal?
- How will you know when you have achieved this development goal?
- What is realistic timeframe for you to achieve or review this goal?

### Cunard Values and Leadership Expectations

- How do you currently demonstrate the SHINE behaviours?
- Which Values would you like to focus on developing further?
- Which Culture Essentials would you like to focus on developing?
- What support and resources do you need to help you achieve this?
- How will you apply the 70:20:10 approach, when identifying the actions you will take?

## Try It, Discuss It, Learn It - 70:20:10

The best way to develop is often unique to you and your particular experiences and preferences. Development needs can flex and change over time, due to changing personal or work circumstances.

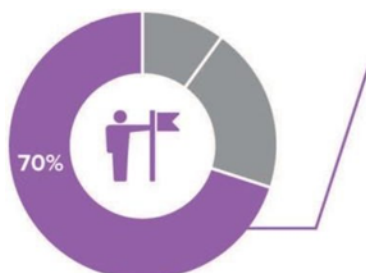
70:20:10 describes an ideal balance between different ways of learning and developing.

The 70:20:10 approach tells us that effective learning can take place anytime, anywhere and under anyone's guidance, and that we need a mix of methods to be able to learn.

'Try It' through day-to-day tasks, challenges and practice. 'Discuss It' through collaboration and sharing, in person or online. 'Learn It' through more formal learning such as a course.

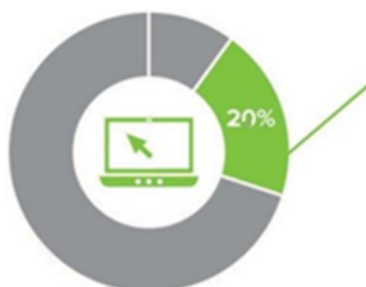


Here's some things to think about when planning your development:



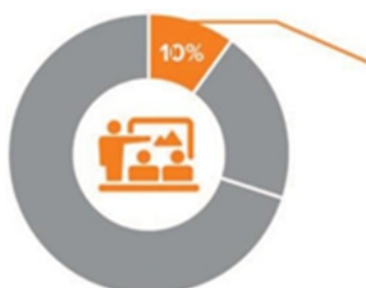
## 70% TRY IT

- Get involved in a project
- Set a challenging goal
- Take on a new responsibility
- Use feedback to try a new approach Practice and reflect on how it went
- Observe or participate in events
- Offer to help others just for the experience
- Apply new techniques to real situations
- Work with an expert in the task
- Represent your line manager in a meeting
- Take an opportunity to experiences a new role and discover what you can learn
- Ignite your passion, gain some new ideas and broaden your perspective
- Spend some time with a colleague learning about their job and ways of working



## 20% DISCUSS IT

- Discuss your development with your line manager
- Seek feedback and be open to it
- Ask questions
- Ask for advice, opinions and ideas
- Talk to someone who will support and challenge you
- Ask a team member to coach you
- Talk to your HRM or LDO
- Talk to an expert in the subject
- Discuss what you've learned in 1:1's
- Share knowledge with your work colleagues
- Participate in group discussions



## 10% LEARN IT

- Access videos, articles and tools that can support you
- Research topics and techniques
- Read books
- Listen to audio books, podcasts and webinars
- Attend a workshop
- Read internal communication bulletins and updated
- Think about a professional accreditation or qualification

# Development Plan Questionnaire

Your name:	Start date:	End date:
Ship:	Staff no:	
Line manager name:	Shore manager name:	

## Development Goals

What are the top 3 priorities you want to achieve?	How will you know when you've been successful?	When do you want to achieve this by?
Priority 1:		
Priority 2:		
Priority 3:		


## Strengths and Development Areas

Self-reflection (Reflections from objective achievements and appraisal discussion)	Line manager comments / feedback (Ship and Shoreside)

## Behaviours

Culture Essentials – which of the following would you like to develop?

Communicate	Listen & Learn	Empower
Speak Up	Improve	Respect & Protect

SHINE Behaviours – what will you focus on?	
What support and resources will I need to achieve this goal?	
 <p>70%</p> <p><b>TRY IT</b></p>	
 <p>20%</p> <p><b>DISCUSS IT</b></p>	
 <p>10%</p> <p><b>LEARN IT</b></p>	
Check in date with manager on progress:	

**Review and revise**

You should regularly discuss your objectives with your manager during your 1:1's. During these conversations consider the following questions:

Have you done anything differently as a result of this development activity?

What progress have you made against these development goals?

Do you need to update or amend these goals going forward?

Do you need any further support or resources to help you achieve these?

## Questions?

If you have any further questions please contact your LDO or HRM Onboard

