

## Employee Guide

# Development Planning & Individual Development Plans 2024/25

### In this guide:

- **Development overview**
- **Exploring strengths and development**
- **Build your development goals**
- **How to achieve your development goals**



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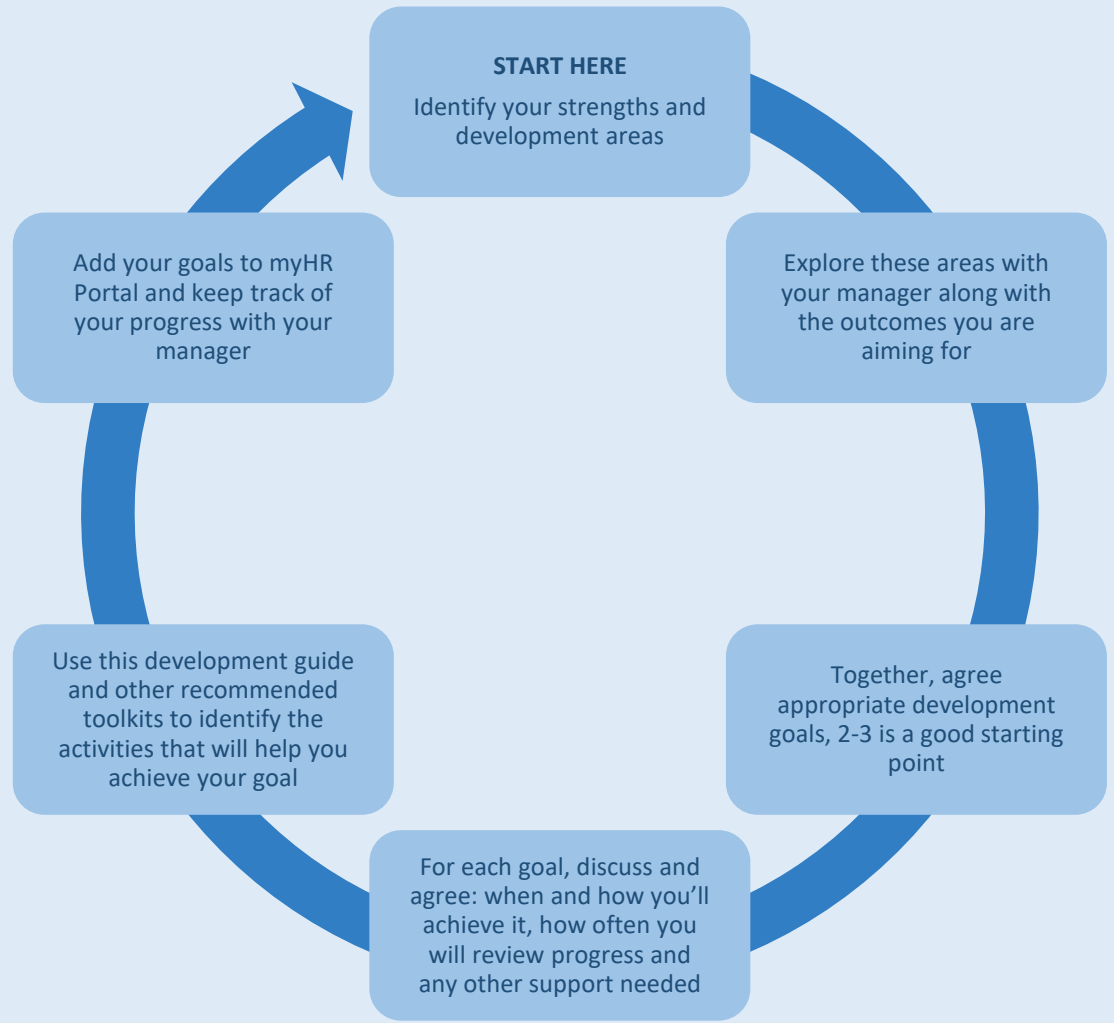


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# Development Planning Overview

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

On this page you will see an overview of what we think a development planning process could look like. It is important to remember that there is no right or wrong way of creating a development plan. Different things may work for different people or job roles. Further information on each of the steps, including links to some useful tools, will be found later in this guide.



# Step One – Explore your strengths and development areas

This will support you to understand where you should focus when it comes to your development.

## 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 <https://www.carnivalcove.co.uk/> (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 develop. You could ask this in a STOP, START, CONTINUE format:

1. STOP: things that are less good and which should be stopped
2. START: things which aren't currently being done but would be good to start doing
3. Continue: Things that are good and should be continued.

MyHR Portal can be used to request feedback from your colleagues. For more information on how to do this, please contact Gemma Polmeer or Aida Ardelean

## 3) Ask Yourself

### About your current role

What skills, knowledge or experience do you need to help you achieve your 2025 goals? What are you the 'go to' person for? How could you use your strengths more?

### Your Career Aspirations

What do you want to achieve? How do you want your life to look outside of work? How do your career aspirations fit? What do you enjoy most in your role now and what do you find challenging? What skills or expertise is your team or department lacking?

### CCS Culture Essentials

How do you currently live our CCS Culture Essentials? Which ones would you like to develop further and how do you expect to do this?



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# Step Two – Have a conversation with your manager

Now that 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 simple development goals.

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



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# 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 need to be big, long term, or complex. The simpler they are, the easier they are to tackle!

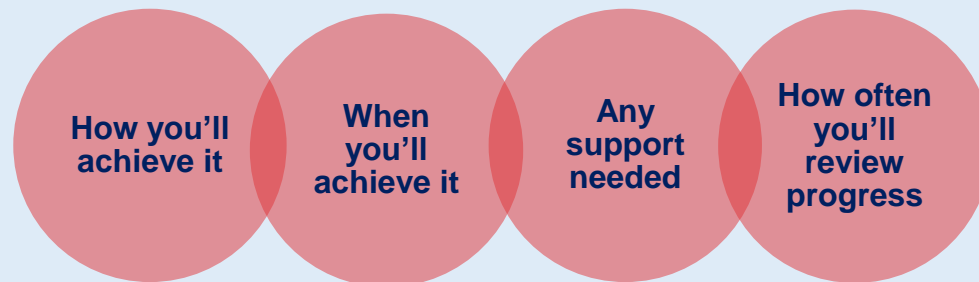
### We recommend three simple goals

- One strength (because we should always build on our strengths)
- 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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# Step Three – Build your goals cont.

What does an example goal look like?

## A task focused goal

**Learn how to create Widget reports using SmartWidget software**

**I'll do it by...** 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

**Trying It** through day-to-day tasks, challenges and practices

**Discussing It** through collaboration and sharing, in person and online

**Learning It** through more formal learning such as downloading recommended content from The Cove, 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%).*



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# Step Four – Work out how you’ll achieve them

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



**Try it**  
70%

- Get involved in a new project
- Take on 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 and 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 team meeting
- Take an opportunity to experience a new role
- Spend some time with a colleague learning about their job
- Speak at external or internal events



**Discuss it**  
20%

- Discuss your development with your line 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 you 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 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 or knowledge



**Learn it**  
10%

- 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
- Attend a networking event, with relevant keynote speakers



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# Step Five – Record and review

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

There is a guide to help you do this, it can be found on [The Insider here](#).

Be sure to keep reviewing your progress against your goals with your manager in your 1:1s. Your development goals are a work in progress so be sure to keep them fresh and switch them up as you achieve them and move through the year.



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