

How to set up your Development Plan and how to add an activity



Guidance that helps you create a structured career path



Section A: The Development Plan and Diary

Please consider the following points when setting up your Development Plan

- What are my current main duties and responsibilities?
- What knowledge, skills and experience am I expected to demonstrate? Do I have all of these?
- Do I need to update any of my current knowledge or skills?
- What are my career objectives?
- What knowledge, skills and experience would I like to develop?
- Do I need any formal training?
- Are there any foreseeable circumstances that may affect my CPD? (For example, a long-term project.)
- Which sections of the framework do I need to focus on? (For example, early in your career, you'll probably need to concentrate on development more than maintenance, but bear in mind that you need to cover maintenance too.)

Section A: Setting up your Development Plan

Name, Title Box	Start Date	End Date	Status	Notes Box	Box A
Development Plan	This is the date your CPD requirement started and is usually the date you joined or transferred to either Technical or Graduate member status	This date should be set at least three to six months ahead	The status should be set as "Started"	This is where you enter your Development Plan information. Please see the example below of the layout and information required	Development Plan and Diary. Simply put a tick in this box and then click "save" to set up your Development Plan. However, it will not be completed until you add the required information

Notes Box

Duties and responsibilities

Under this heading, please describe your current duties and responsibilities. These could include areas in your current job description.

You can also upload documents to support your Development Plan through the upload facility.

Objectives

Under this heading you can enter any objectives that you are working towards, either professionally or personally, over the next six or 12 months. These objectives should, wherever possible, map against the notes in your Development Plan, as you will revisit this area periodically to assess your progress against your objectives.

Personal development

This is a personal statement where you can add any plans you may have to develop your skills and knowledge. You can include courses or training you plan to undertake or you may opt to do a brief self-analysis of your strengths and weaknesses, and then add notes on how you intend to address any weaknesses.

Section A: Development Plan example

Title	Start	End	Status
Development Plan	01 Jan 2014	31 Dec 2017	Started

Notes Box

Duties and responsibilities

My primary role is to provide a resource to contact members on a pro-active basis to support a range of initiatives including membership retention activity, Continuing Professional Development compliance, advising members on IPD, delivering internal and external presentations on the benefits of CPD and IPD.

Seeking and converting membership recruitment opportunities and processing membership information.

I advise and assist members with membership enquiries and queries.

Primary contact tools are phone, email, letters, and communication via the internal CRM system.

I also advise and support members with their professional development, guiding them on the routes to achieve chartered status of the organisation.

I deliver internal and external presentations and workshops to increase members' CPD and IPD understanding.

Objectives

Over the next 12 months my main objective is to seek opportunities within the organisation to move into a more face-to-face interactive role and utilise my core skills.

I want to continue to develop further the work I have started on the Member Contact Framework and the Engage, Service and Retain initiative that I have created.

I also plan to continue to work on and improve the welcome and retention processes, in line with the organisation's overall strategy.

Another objective I have is to provide the membership manager with a performance monitoring sheet which captures the outcomes from all the previous months' membership activities.

To comply with BS/ ISO, I have set an objective to work on assigned membership processes to ensure that they are up-to-date and meet the required standards. This objective will be monitored in monthly one-to-one meetings with my line manager and will be reviewed at my next annual performance review meeting in July 2017

Personal development

I aim to develop email quality in line with a directive received from the Head of Corporate Affairs.

The Head of Corporate Affairs will assess email quality using a structured form and will provide development areas for me to work on over the next 12 months. I also want to increase my confidence in using Microsoft Excel and other IT support tools to be able to complete tasks and reports. I have arranged with the IT department for this training to be delivered on a monthly basis.

Save your Development Plan by putting a tick in box A and then clicking "save"

A: Development Plan and Diary	√
B: Maintenance of Skills	
C: New Professional Skills	
D: Transferable Management Skills	

Your Development Plan is now set up

How to add an activity

- Title** Give your activity a name, for example “Branch meeting / Internal audit / Training course / NEBOSH Diploma / NVQ Level 5”
- Status** Started, Finished, Planned or Cancelled, whichever is appropriate
- Start/End** Enter the start and finish dates of your activity
- Notes Box** Type in: “Reflective statement” (see below)
- Saving an activity** Select where you want to place the activity, to best demonstrate the learning outcome from completing that activity. You should place all Completed or Finished activities under either B, C or D. There should be no activities should under Section A: this area is where you place your Development Plan.

Title	Start	End	Status
Company audit	16 Jul 2015	18 Jul 2015	Finished

Notes Box

Reflective statement

Describe

- 1) What the activity was
- 2) Why you carried out the activity
- 3) What you felt you gained from completing the activity
- 4) How you intend to use or apply the knowledge gained

Save your activities by putting a tick in your chosen box and then clicking “save” (see below)

B: Maintenance of Skills – This area demonstrates that you are keeping your learning up-to-date and current	√
C: New Professional Skills – This is where you place activities that reflect new or fresh learning activities and outcomes	√
D: Transferable Management Skills – This is where you place transferrable activities, such as audits, presentations, toolbox talks and so on	√

Example of how to add an activity

Title	Start	End	Status	Type
The Route to Chartered Status	17 Jul 2016	17 Jul 2016	Finished	External presentation

Notes Box

Reflective statement

This was a member engagement event on IPD / CPD aimed at members from a group of companies.

The event was held in the conference room at Terminal 2 London Heathrow Airport and my role was to deliver the Route to Chartered presentation to the 60 members who attended.

I delivered the Route to Chartered presentation that I had re-written and was signed-off by the creative team for corporate delivery using a simplified narrative.

I delivered the presentation in the following format:

- 1) A description and explanation of the IPD process
- 2) What does the Skills Development Portfolio process look like, and what is required to complete it?
- 3) What does the Electronic Online Assessment look like, and what is required to complete it successfully?
- 4) What is required to complete the CPD audit successfully?
- 5) What the Peer Review Interview entails and how to prepare for it

By delivering the presentation in this format clearly and simply, I am ensuring that members who are either going through the IPD process or are about to enrol on the process have a full and clear understanding of what is required to give themselves the best chance of achieving their goals and objectives.

This reflective statement is supported by the uploaded document (you can now upload documents to support your reflective statements).

Save your activities by putting a tick in your chosen box and then clicking "save"

B: Maintenance of Skills	√
C: New Professional Skills	
D: Transferable Management Skills	

NB: The minimum number of activities required over a 12-month period is six activities, preferably with an activity added every two months. You can, of course, add as many activities as you wish.

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IOSH is the Chartered body for health and safety professionals. With more than 44,000 members in over 120 countries, we're the world's largest professional health and safety organisation.

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