

CAREER DEVELOPMENT RESOURCE

To retain and develop staff within your organisation, you need to actively encourage them to develop their knowledge and skills and to take on new challenges and greater opportunities. Not only does this allow employees to develop their individual careers, but it provides the opportunity to develop other employees 'in-house' so that they are able to back fill positions that become available. This is also a 'must have' to support the implementation of any Succession Plan!

CAREER MANAGEMENT PROCESS

A formal career management process means that employees have at least an annual discussion with their line manager about their career aspirations and goals. Their career development plan is aligned to both the business objectives and their personal career objectives.

CAREER DEVELOPMENT PLAN

Some useful steps when developing a career development plan include the following:

1. Set goals. Find out where the employee wants to be, establish what they need to achieve to get there and set SMART goals.
2. Set a timeframe. Work with your employee to set a date of when they expect to be fully competent demonstrating the skill/experience/knowledge/ability required for the next role.
3. Schedule regular meetings/ reviews. Schedule 'Rating and Review' sessions with the employee and their manager/ mentor. These could be as regular as every month or every quarter. These reviews should entail demonstrating excellent performance and delivering exceptional quality work to our clients
4. Identify areas for development. Upon discussion with their manager/mentor the employee will have identified key activities which will help them reach their next level of development. These will be taken directly from the position description, person specification and KPIs from the role they are aiming for.
5. Set a 'Current Rating'. This should highlight where you and the employee believe their current performance sits.

In between each 'Rating and Review' session, the employee needs to be able to demonstrate how they have successfully achieved the work area they are developing, by being given multiple 'Examples of Activity' at the required 'Skill Rating' that they are aiming for.

When you and the employee believe that they are at the performance level required to reach the role level they have been aiming for, it is time to discuss the next steps forward- such as promotion!

Complete the **Chamber's HealthCheck** www.businesshealthcheck.co.nz as this will enable you to assess your HR current position. This document relates back to ensuring each person has an Employees Development Plan.

The **Performance Improvement Plan** (www.chamber.co.nz/media/136914/performance-improvement-plan.pdf) can be used as an Employee Development Plan template.

This resource has been kindly provided by



If you have any questions, please call 0800 CHAMBER (0800 242 623).

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