

Development Planning

By completing the Performance Assessment you have completed the process that this review was designed to take you through. As a result, you should have given a significant amount of thought to your business and those people who work within it.

The process has endeavoured to aid you to identify areas where training and development might help the business to achieve success. It has set out to enable you to identify possible areas for development by considering different aspects of the business. The final step in the process is to bring these development areas together and formulate a Development Plan.

The *pro forma* opposite provides a template for such a plan, and the following notes are designed to help you complete it.

In completing the Self-Assessment so far, you will have identified possible development needs throughout the process. You now need to go back through the activities and bring these possible development areas through into column 1.

We started by identifying needs under the Changes and Challenges section. Go back to page 7 and look at what you wrote. Bring forward any potential development areas and list them in column 1. Then do the same for the development areas from Key Tasks and the People Development Review (pages 9 and 11). Once you have done this, also bring forward any specific areas from the Performance Assessment. Important areas here will be those that you have identified as a high priority.

Once you have brought forward and listed the Possible Development areas, using the priority rating we used for Assessing Performance (see page 12), decide how high a priority the issue is, and put this in column 2.

You should now have each possible development area prioritised.

For those areas you have allocated as 'A' priorities, you now need to decide which ones you are going to undertake. You can do this by arranging them A1, A2, A) etc. These are the areas you have established as key to taking the business forward. For each of these now complete:

Column 3 Who needs the development?

Column 4 What actual outcomes do you require? t

Column 5 How will the development be delivered? (information on how to access further support is on page 18)

Column 6 Date by which development should be completed

You have now completed the process. You have generated a Development Plan and the Plan is based on a structured review of the business. All you have to do now is action it. If you need help to do this, page 18 can give you some directions to where help is available.

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Training and Development Support

Now that you have completed your business development plan, you are in a position to secure the training and development that will help to take your business forward. You may still feel that you need some help and support in securing the quality of training that you require. To help you in this process, the following may be of help.

National Support

The Eco - Job Information Services is accessible to all. By ringing 000 0000 00, you will be able to reach the Information Services where you will be able to put any queries to expert staff ready to help. Information Services will also give you details of local training venues in your area, and give details of any courses that are scheduled. They will also be able to put you in touch with your local Consultant.

Local Training Providers

At a local level, there will be a number of local training providers that will be able to offer a range of services and products. Although these may not be available immediately.

Local providers who are registered with Eco - Job Training Organisation can be contacted via the number above - 000 0000 00 Eco - Job registration will mean that the provider has access to the full range of Eco - Job approved courses and instructors. It also guarantees that training events and services will be provided locally, and in many instances on your own premises.

Local colleges can also provide a range of services which can be made available on request

The support is there. Please don't hesitate to use it.

Name of Business:.....	Possible Development Need (Column 1)	Priority (Column 2)	Development Plan	Address:.....	How development will be Delivered (Column 5)	Outcomes Required (Column 4)	Date of Completion (Column 6)