

PROFESSIONAL DEVELOPMENT PLAN FOR	
POSITION TITLE	
FOR THE PERIOD	TO
REPORTING MANAGER	
COMMITTEE REPORTS	
PEER COLLEAGUES	

PURPOSE

The purpose of this Professional Development Plan (PdP) is to encourage and support your learning and development as a member of the Male Support Services Waikato [MST] team.

The PdP has two interconnected objectives:

- To agree your professional development agenda and priorities, your commitment to that agenda and the level of development support which MST will provide; and
- To provide a basis for your annual performance review by agreeing with MST your expected contribution in your role.

The PdP focuses your agreed development and support requirements on three levels:

- **Organisation Focus:** The development required to support and enable you in your particular role at MST as described in your Role Definition;
- **Career Focus:** The development of capabilities and skills not directly related to the performance of your role at MST but important for your longer term personal and/or professional development;
- **Personal Focus:** Particular elements of your own personal development which it is important to you that MST understand and acknowledge and have the opportunity to support;

This multilevel focus is consistent with MST's intention to work cooperatively with you for mutual benefit and recognises the need for a longer term and holistic view of your overall personal and professional development objectives.

However, MST support will focus primarily on development that enables you to perform your role safely and effectively. The level of that support, which must recognise MST's other organisational and financial commitments, may include a focus on specific role activities, sponsored training, conference, workshop, or seminar attendance, mentorship, leave or time off for research or study or to participate in other development activities etc.

It is important to recognise that you also have a responsibility to participate and contribute to your own development and in this respect, you should view this PdP as the basis for an active learning partnership with MST, which requires an investment by both parties. In this respect MST expects that you will invest some of your own time in contributing to the agreed organisation, career or personal development goals, which are recorded in this plan.

PROCESS

This PdP should be completed in discussion with your reporting manager(s) as soon as practicable after joining MST and thereafter on an annual basis. The annual review of your PdP should include feedback from the Trustees that you may work with and your peer colleagues.

Ideally you should prepare the PdP by completing the Organisation, Career and Personal sections and suggesting the development and support focus you would prefer. Once completed you should request a meeting with your reporting manager to discuss and finalise the PdP and gain agreement to your development agenda.

You are encouraged to see the PdP as a 'live' document and take the initiative to ensure that it is reviewed and updated on a regular basis to reflect any changes in your role, shifts in your development focus or any relevant changes in your personal circumstances. Please keep your manager informed and involved in this process.

On an annual basis the PdP will form the basis of a future focussed review of your performance. You, initiate this review process, in a timeframe agreed with your reporting manager, by completing the 'Staff Members Review Comments' sections of the PdP and then seeking feedback from relevant Trustees and peer colleagues before presenting the completed document to your reporting manager with your request for a review meeting. Your reporting manager(s) will then respond by completing their sections of the PdP, scheduling the review meeting and discussing your progress and future requirements.

It is important to understand that this review process is primarily focussed on your future. The review of your past performance will confirm the skills, capabilities and competencies you have developed and will help to identify the opportunities for your future development. Importantly the performance review process should not be confused with any review of your remuneration. While the review outcome, in terms of demonstrating your increasing experience and capability, may be one of the factors contributing to your remuneration review, the review focus is clearly on agreeing your professional and personal development agenda for the year ahead.

PLEASE REMEMBER

This is **NOT** a performance review...it is a **PERFORMANCE DEVELOPMENT PLAN**

It should **NOT** be directly linked to the employee's **remuneration review** ...but it may inform the assessment of their level of capability and accordingly their remuneration level - positioning within the sector.

The focus is on the future informed by the past...the opportunity for enabling future growth and development.

This is an **OPPORTUNITY** for the employee to learn and grow, to enhance their wellbeing and to see how this can be achieved in a productive partnership with the organisation and their colleagues.

It is an **ELECTIVE** process – the employee is the initiator...It is **NOT** a **COERCIVE** process that expects employee compliance with an organisational requirement to participate.

PART 1: ORGANISATION FOCUS – what you can do for MST

Your expected contribution to the MST Strategic Agenda outcomes is reflected in the Position Activities and Performance Indicators detailed in your Position Description, which also describes the Core Competencies that you should be evident in your workplace behaviours.

Core Competencies	Performance Measures
<i>List the core competencies from your Role Definition here</i>	Performance feedback from Reporting Managers and, as relevant, peer colleagues and Trustees

Development and Support Requirement

From previous PdP

Employee Review Comments

Employee self-assessment

Other Peer Colleagues and Trustee Feedback (as relevant)

Reporting Manager Review Comments

Outcome Focus	Performance Measures
<i>1. from role definition</i>	<i>From role definition</i>

Development and Support Requirement

From previous PdP

Employee Review Comments

Employee self-assessment

Other Peer Colleagues and Trustee Feedback (as relevant)

Reporting Manager (Chair) Review Comments

Outcome Focus	Performance Measures
<i>2. from role definition</i>	<i>From role definition</i>

Development and Support Requirement

From previous PdP

Employee Review Comments

Employee self-assessment

Other Peer Colleagues and Trustee Feedback (as relevant)

Employee self-assessment

Reporting Manager (Chair) Review Comments

Outcome Focus	Performance Measures
<i>3. from role definition</i>	<i>From role definition</i>

Development and Support Requirement

From previous PdP

Employee Review Comments

Employee self-assessment

Other Peer Colleagues and Trustee Feedback (as relevant)

Reporting Manager (Chair) Review Comments

Outcome Focus	Performance Measures
<i>4. From role definition</i>	<i>From role definition</i>

Development and Support Requirement

From previous PdP

Employee Review Comments

Employee self-assessment

Other Peer Colleagues and Trustee Feedback (as relevant)

Reporting Manager (Chair) Review Comments

PART 2: CAREER FOCUS – what we could achieve together

This section is to record areas of your professional development plan that do not directly relate to capabilities, skills or competencies required to achieve your MST role outcomes but for which you need MST support. It is expected that the focus of these development activities will be generally relevant to your current or potential role within the organisation and potentially beneficial to MST.

Development Focus	Outcome Expectation
<i>Future development pathway</i>	

Development and Support Requirement

What organisational support is required?

Employee Review Comments

Input from other Peer-Colleagues and Trustees (as relevant)

Reporting Manager (Chair) Review Comments

PART 3: PERSONAL FOCUS – what MST can do for you

This section is to record areas of your personal development, which may or may not be relevant to your career focus or current or future role at MST. The reason for their inclusion in your PdP could be because MST should be aware of your commitments or that you need some particular assistance to enable this development.

Development Focus	Outcome Expectation
<i>Future development pathway</i>	

Development and Support Requirement

What organisational support is required?

Employee Review Comments

Input from other Peer-Colleagues and Trustees (as relevant)

Reporting Manager (Chair) Review Comments

PART 4: ADDITIONAL ACHIEVEMENTS

This section is to record areas of significant achievement which have not been included as a development or role outcome focus in this PdP and that you, or your reporting manager, Committee Chairs and/or peer colleagues consider demonstrate particular and perhaps new capabilities, skills or competencies which are important and relevant to your role at MST or your professional career or relevant for consideration of your future development focus.

Significant Achievements
<i>Agreed achievements</i>

Employee Review Comments

<i>Employee self-assessment</i>

Input from other Peer-Colleagues and Trustees (as relevant)

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Reporting Manager Review Comments

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PART 5: SIGN OFF

We met to discuss the achievement of development objectives and the performance expectations recorded in this PdP. We have both had the opportunity to read and consider each other's comments and we acknowledge that this PdP correctly records our individual views.

Confirmed

Employee	Reporting Manager)	Date