

Development plan - graduate example

To fully structure a graduate's development within your business you could implement a 1 Year Development Plan to help aid their engagement and improve retention.

The following development plan has been put in place to support your continued progression and development within the business. As with all development activity no-one can 'develop' you, this is a personal learning process that should be owned, driven and updated by you, with the full support and commitment of the Directors to help you achieve your aspirations.

Role performance/ success indicators	Development areas	Strengths to capitalise on
<p>Within the year, we want you to be competently and confidently doing these 3 things independently:</p> <ul style="list-style-type: none"> • XXXX • XXXX • XXXX 	<p>Insert details of skills, knowledge or behavioural development</p> <ul style="list-style-type: none"> • XXXX • XXXX • XXXX 	<p>Within the year, we want you to be competently and confidently doing these 3 things independently:</p> <ul style="list-style-type: none"> • XXXX • XXXX • XXXX

Review Meetings

When	What	Who
Now	<ul style="list-style-type: none"> • Agree development plan • New 'in development' salary of £XXX and job title takes effect 	<ul style="list-style-type: none"> • Graduate • Line manager
6 Months	<ul style="list-style-type: none"> • Interim performance review/presentation • Salary increase up to £XXX subject to performance 	<ul style="list-style-type: none"> • Graduate • Line manager
12 Months	<ul style="list-style-type: none"> • Performance review/presentation • Salary increase up to £XXX subject to performance 	<ul style="list-style-type: none"> • Graduate • Line manager

Development plan

Activity	Timing	Development need being addressed							
		Project management	Training delivery	Business development	Recruitment screening	Confidence	Self-management	Difficult conversations	Resilience
Shadow one bus dev meeting with Directors	Every month			X		X			
Shadow one chargeable client activity	Every month		X	X	X	X			
Coaching/mentoring sessions	As required					X	X	X	X
Management course	Q1-Q3	X				X	X		
Professional conference	Q4					X		X	
Join professional body and attend local networking event	Q3			X	X	X			
Being study for part-time Masters or equivalent professional qualification / certification	Q4	X	X		X				
Take on and deliver 'stretch project' outside of day job	Q2-Q4					X	X		X
Take on two new areas of work, or increased responsibility in role (be specific about projects/tasks)	Q1	X	X	X	X				
Lunch n learn sessions with team	Ongoing					X	X	X	X
Self-led learning, books and articles	Min 6 this year	X	X	X	X	X	X	X	X