Nottingham Trent
University

Employer Toolkits

Graduate Development Plan

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Keep

1. Graduate and Student Induction Programme

We have created a downloadable student/graduate development plan for you to use, providing a structured roadmap outlining company vision, employee roles and responsibilities, objectives setting, and any necessary actions required for the student/graduate's development and professional growth within your business.

It is important for the employee to have a clear understanding about their role in your business, how it fits within the direct team and wider business and what are the expected outputs to ensure success. Once this is achieved you can then work together to create an individual plan that meets the needs of everyone. This is a suitable time to recognise their strengths and where there are opportunities for development, so you can implement actions to support.

2. Create the development plan

This should be created by the employee and their line manager and should be reviewed regularly. Below is a suggested timeline of a student/ graduate's first year and review points. The development plan timeline will vary depending on what the role is and future planning requirements. This plan should support formal appraisal meetings; however, regular informal meetings are also advised. It is recommended that appraisals are carried out at the 30-, 60- and 90-day point. The personal development plan should be introduced at the 30-day stage after the onboarding process is complete. Followed by 6- and 12 - month points. Please see our downloadable appraisal template in the KEEP section of our toolkits.

When creating an effective development plan, try to make sure the employee takes ownership to help give them a sense of accomplishment when goals and timeframes are met. Ensure you have clear, realistic, and descriptive objectives.

3. Give them access to a list of resources for development

Once the objectives have been determined, it would be beneficial to identify resources and other methods of supporting their development areas to help them reach their professional and personal goals. Below are a few ideas for you to consider:

- Cross department training
- In house videos
- Webinars and other relevant podcasts
- Coaching and mentoring
- External training
- Further professional accreditations
- LinkedIn learning sessions
- Conferences and external workshops
- Relevant projects within the business to suit their desired responsibilities and progression

Below are some of the essential components required to formulate an effective development plan:

Challenge – A good plan will push employees to improve on their current skills, gain confidence and refine their knowledge.

Support – Make sure you provide relevant support to help them achieve their goals. This could be in house training, financial support to complete external professional certifications, mentoring and regular one to ones and other resources.

Evaluation – Agree clear and measurable indicators of success. Have deadlines in place and ensure they have understood the role's key performance indicators (KPIs).

Work together – Hold regular appraisals to get together to discuss and monitor progress made, understand challenges, and identify support required. This is a two-way conversation and communication is key to success.

Short-term and long-term goals –Think about short term and long-term goals. What needs to be done immediately to support the long-term ambition of the role.

4. Development plan template

Employee Name:	**Employment Start Date:**
Current Role:	**Line Manager:**
Role Purpose:	**Department:**
Department / Company Mission:	
Outputs Required / Success Indicators:	
Development Needs:	
Current Strengths:	

OBJECTIVE 1: Write down the objective you have in mind below:	
S **Specific**	**What do you want to accomplish? Who needs to be included? Why is this a goal?**
M **Measurable**	**How can you measure progress and know if you have met your goal? How will success be demonstrated and evaluated?**

A **Achievable**	**Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort on par with what the goal will achieve? Do you need to bring any other stakeholders in to achieve this?**
R **Relevant**	**Why am I setting this goal now? Is it aligned with overall objectives? Does it align to overall purpose of the role and wider department?**
T **Timely**	**When do you want to do this? What is the deadline and is it realistic?**

OBJECTIVE 2: Write down the objective you have in mind below:	
S **Specific**	**What do you want to accomplish? Who needs to be included? Why is this a goal?**
	How can you measure progress and know if you have met your goal? How will success be demonstrated and evaluated?

M **Measurable**	
A **Achievable**	**Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort on par with what the goal will achieve? Do you need to bring any other stakeholders in to achieve this?**
R **Relevant**	**Why am I setting this goal now? Is it aligned with overall objectives? Does it align to overall purpose of the role and wider department?**
T **Timely**	**When do you want to do this? What is the deadline and is it realistic?**

OBJECTIVE 3: Write down the objective you have in mind below:

S **Specific**	**What do you want to accomplish? Who needs to be included? Why is this a goal?**

M **Measurable**	**How can you measure progress and know if you have met your goal? How will success be demonstrated and evaluated?**
A **Achievable**	**Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort on par with what the goal will achieve? Do you need to bring any other stakeholders in to achieve this?**
R **Relevant**	**Why am I setting this goal now? Is it aligned with overall objectives? Does it align to overall purpose of the role and wider department?**
T **Timely**	**When do you want to do this? What is the deadline and is it realistic?**

Employee Name:	**Date:**	**Employee Signature:**
Line Manager Name:	**Date:**	**Line Manager Signature:**