

Graduate development plan - example

To fully structure a graduate's development within your business, you could implement a yearly 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 line managers and directors to help you achieve your aspirations.

Graduate plan preparation:

Role performance / success indicators	Development areas	Strengths to capitalise on
<i>Include details of projects and tasks which involve increased individual responsibility and higher competency.</i> <i>E.g. State 3 tasks you want to be carrying out independently or 3 competencies you want to have significantly developed (by the end of the year)</i>	<i>State details of skills, knowledge, or behavioural development</i>	<i>Include your individual strengths which can be further developed to drive productivity and innovation</i>

*Stretch projects

Stretch projects are about creating further learning and development opportunities within the graduate role. These are designed to challenge or 'stretch' graduates. Exactly what this looks like will vary from role to role, but they usually will include taking on additional responsibilities, projects, research, or presentations. These projects can be woven into the **development plan**. Consider including stretch projects if:

- You have a talented and driven high-potential graduate who can take on more work and opportunity
- You have extra work that you want a talented resource to deliver
- You have a one-off piece of work that needs to be picked up
- You have some great internal people they can learn from
- You want to stretch and challenge a graduate to do their best
- You are keen to ensure that they have tangible and impactful work to do
- You want to encourage continuous improvement and learning
- You want to encourage innovation and generate new ideas
- (If graduate is temporary) You are thinking of employing a graduate on a permanent basis – stretch projects can serve as an excellent test of their longer-term potential

Examples of stretch projects:

- Additional or new responsibilities in their current role
- A role in a new project team or the lead of their own small project
- Challenging them to identify and implement efficiencies or improvements to quality
- Ask them to conduct and produce market or academic research on leading practice in your industry and how it might be applied
- Getting them to produce or deliver presentations internally or to clients/customers
- Joining a company-wide product design project team
- Training another member of the team

Development Plan

Activity	Timing	Development need being addressed (examples)						
		Project management	Training activity	Business development	Confidence	Self-management	Difficult conversations	Resilience
Shadow one meeting with Directors	Every month			X		X		
Shadow one client activity	Every month		X	X		X		
Coaching/mentoring sessions	As required					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			
Study part-time (Masters of equivalent professional qualification/certification)	Q4	X	X			X		
Take on and deliver <i>stretch project</i> * outside of core role	Q2-Q4				X	X		X
Take on new responsibilities (be specific about projects and tasks)	Q1	X	X					
Company-wide knowledge transfer	Ongoing				X	X	X	X
Self-led learning; books, blogs, articles	At least 5 per year	X	X	X	X	X	X	X