**Management Development Plan**

**Development Plan**

You are unique and so is your career journey; there’s no one else quite like you. You have your own strengths, personal motivators,  
individual learning needs and will be at a particular stage of your career. This development plan has been designed for you to choose the development that’s right for you from the options provided; after all, you know yourself best, where you might want to go and how willing you are to be open to learning new things and grasping opportunities. Of course, we will do everything we can to help you on your journey.

**Staff Portal** [**https://www2.aston.ac.uk/staff/hr/aston-staff-portal**](https://www2.aston.ac.uk/staff/hr/aston-staff-portal) **Blackboard** [**https://vle.aston.ac.uk/ultra/course**](https://vle.aston.ac.uk/ultra/course)

**HR Intranet Page** [**https://www2.aston.ac.uk/staff-public/hr**](https://www2.aston.ac.uk/staff-public/hr) **Coaching Culture** [**http://coachingculture.aston.ac.uk**](http://coachingculture.aston.ac.uk)

**OD Intranet Page** [**https://www2.aston.ac.uk/staff-public/hr/development/organisational-development**](https://www2.aston.ac.uk/staff-public/hr/development/organisational-development)

| **Development Area/Need** | **Development Activity** | **What support do I need?** | **How will I know I have improved?** | **Timescales** | **RAG Status** |
| --- | --- | --- | --- | --- | --- |
| **Individual self-development** | | | | | |
| **Awareness of management role and expectations** | Read through the Management Essentials Handbook | Access OD Intranet pages and select Leadership and Management | Knowledge of support available and ability to personalise own development plan based on needs | By end |  |
| **Mandatory training** | Complete all online mandatory training  > Equality and diversity  > Cyber security  > Prevent  > Data Protection Law  > Fire Safety  > Health and Safety Awareness  > Mental Health for Managers | Access Blackboard and search for E-Learning course | Understanding of application within day-to-day practice | By end |  |
| **Understand policies and procedures** | Read through all policies and procedures | Access HR Intranet pages and select Policies, Procedures and Guidance | Understanding of application within day-to-day practice | By end |  |
| Complete Managers guide to:  > investigations  > disciplinary and grievance  hearings  > managing capability  > preventing harassment at work  > effective probations  > health & safety for managers  > Introduction to KPIs | Access Blackboard and search for E-Learning course | Understanding of application within day-to-day practice | By end |  |
| Review recruitment process:  > E-Learning  > Resources  > Vacancy Manager | Access HR Intranet pages and select Recruiting and Engaging Staff | Understanding of how to recruit effectively | By end |  |
| **Delivering My Development Conversations (MPDC)** | Complete My Performance and Development Conversation journey:  > Introduction to MPDC for Managers  > MPDC – Developing Priorities Competency & Awareness  > MPDC – Developing Priorities  MPDC Using the Staff Portal – online tool | Access Blackboard and search for E-Learning journey  Access HR Intranet pages and select Policies, Procedures and Guidance, then Pay and Performance  Access the Staff Portal to book your place on the workshop | Applying MPDC and delivering ongoing performance support to team | By end |  |
| **Self-awareness** | 360° Feedback | Speak to your ODBP | Increased awareness of self and impact on others | By end |  |
| Self-awareness tools available:  16 personalities  \*MBTI  Strongsuits | Speak to your ODBP  \*costs involved with MBTI | Increased awareness of self and impact on others | By end |  |
| Emotional Intelligence | Access Blackboard and search for E-Learning journey | Increased awareness of self and impact on others | By end |  |
| Mindset Modules | Coaching Culture Platform | Self-coaching around specific areas. Development of mindset and skills. | By end |  |
| **Interpersonal Skills** | Complete Having Adult to Adult Conversations E-Learning | Access Blackboard and search for E-Learning course | Feeling comfortable with conversation | By end |  |
| Complete the Introduction to Coaching journey and attend the workshop | Access Blackboard and search for E-Learning course  Access the Staff Portal to book your place on the workshop | Asking not telling | By end |  |
| Complete the Manager as Coach journey and attend the workshop | Access Blackboard and search for E-Learning journey  Access the Staff Portal to book your place on the workshop | Ability to utilise different tools and techniques to engage and motivate team members | By end |  |
| Coaching Lessons | Coaching Culture Platform | Increased coaching knowledge and skills. | By end |  |
| Complete Influencing People E-Learning | Access Blackboard and search for E-Learning journey | Influencing behaviours and strategies and improved ability to influence those around us | By end |  |
| Complete Decision-Making E-Learning | Access Blackboard and search for E-Learning journey | Effective decision-making | By end |  |
| **Budget management** | Attend Finance for Budget Holders training | Access the Staff Portal to book your place on the workshop | Effective budget management | By end |  |
| **Wellbeing** | Read through wellbeing resources for managers including:  > Wellbeing sway presentation  Complete Mental Health for Managers eLearning (mandatory) | Access HR Intranet pages and select Popular Pages  Access Blackboard and search for E-Learning course | Understanding of wellbeing for self and team | By end |  |
| **Change management** | Complete Understanding and Responding to Change E-Learning  Complete Supporting People Through Change E-Learning | Access Blackboard and search for E-Learning journey | Knowledge of the impact of change on others and tools and techniques to manage people through change | By end |  |
| **Dynamic Working** | Read through manager resources | Access HR Intranet pages and select Popular Pages | Understanding of dynamic working | By end |  |
| **Coaching** | Request a Coach | Access OD Intranet pages and select Coaching | Personal coaching goal achieved | By end |  |
| **Mentoring** | Request a Mentor | Access OD Intranet pages and select Mentoring | Personal mentoring goal achieved | By end |  |
| **Team development** | | | | | |
| **Developing knowledge and confidence** | Attend HR Roundtable Discussions to consider issues in confidence and embed learning | HRBP | Confident to have discussions around performance or absence management; workforce planning etc. | Ongoing |  |
| **Developing confidence and experience** | Attend Action Learning Sets to discuss challenges and work towards shared solutions | ODBP | Confident to actively manage team challenges | Ongoing |  |