

Creating a Professional Development Plan

Key Uses: Succession Planning, Individual Professional Growth

Timeline

Action

Detail

1 - 2 hrs

1 Pre - Interview

Interview and discussion takes place between **SSL** and the key stakeholders: Manager(s), Candidate, HR. This meeting scopes the development need and identifies the role, key performance indicators, work culture and future needs.

4 - 5 hrs

2 Assessment

A test battery is specifically designed by **SSL** to reflect the needs scoped in stage 1. Candidate completes the test battery and is interviewed by a Psychologist.

2 - 3 hrs

3 Analysis

Candidate's test answers are scored and analysed. The data gained from the testing and interview is compared with role requirements e.g KPI's, personality for the role, role culture and organisational culture. A detailed report is written. At this stage, initial verbal feedback may be given to key stakeholders if required.

1 - 2 hrs

4 Debrief

A Senior Psychologist as well as a Learning and Development Professional will meet with key stakeholders to enable a detailed discussion of the test findings. Results and key implications are tabled. A Professional Development Plan in the form of a detailed report is provided for all stakeholders.

1 - 2 hrs

5 Mentoring

Key stakeholders meet to discuss test findings while relating the data to actual work scenarios. This is a vital stage as it allows the candidate to understand how the findings may impact on certain work practices. Key growth areas are identified for discussion prior to meeting with a Learning and Development Professional in stage 6.

1 - 2 hrs

6 Post - Interview

The Candidate meets with a Learning and Development Professional to discuss in detail the findings of stages 4 and 5. The Professional Development Plan tabled in stage 4 is refined as required. Key strategies are defined for the next 6 - 12 months. Long term goals may be identified where appropriate.

7 Action

Candidate engages in the appropriate strategy. One of **Southern Star Learning's** Professionals may be able to assist in the Candidate's development throughout the strategy. **Retesting may be needed in 2 - 3 years to benchmark growth.**



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