**Management Pathway - Development plan**

This document is your personal development plan for the Management Pathway. Use this to record your attendance at each module or make a note of the date if you have already completed a module. This is a live document that you discuss with your manager at PDR’s, 1:1’s etc.

Learning is an ongoing process and from each of the modules you should have some learning to put into practice in your everyday role. We encourage you to reflect after each module and make reflection notes to help you imbed the learning.

The Management Pathway will evolve, and new modules will be added over time, we should look to continuously develop ourselves and creating a development plan will help this. Most learning takes place from experiences and being proactive is learning. Use the development plan template to record additional learning you will commit too. This can be anything from attending another module, reading a book or talking to another experienced colleague. Discuss this document with your manager at PDR’s, 1:1

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| **Name:** |  | **Line Manager:** |  |
| **Covering the period from:** |  | **To:** |  |

Below is a list of all the modules in the Pathway, use this table below to record when you have completed the modules.

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| --- | --- | --- | --- |
| **Core - Essential training to care & protect you, your team and RVS** | **Completed Date** | **Success - Optional training activity that will enable you to be more confident and competent in your role** | **Completed Date** |
| Supporting Wellbeing |  | Stepping in to Management |  |
| EDI for Managers |  | Management Styles/Situational Leadership |  |
| Managers Induction |  | Team Development |  |
| Managing People |  | Attracting and recruiting employees |  |
| Volunteer Management |  | Introduction to Coaching |  |
| Safeguarding L2 |  | Performance Management |  |
| Supporting Safe Home Working |  | Delegation and Feedback |  |
| Health & Safety L2 |  |  |  |

**Reflecting on your Learning - *Examples***

Taking the time to reflect and draw some conclusions from your learning from these modules is key to making the most of these activities. Reflection will also help you learn from specific events or experiences in your day-to-day work. This is essential to your development. Reflection does not come easily to us all. As well as thinking about what you have experienced, we advise making notes and talking it over with your manager or colleague. This is especially useful in deciding how you will apply your learning, what you will try to do differently, and how your manager can support you.

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| --- | --- | --- | --- | --- | --- |
| Which module does it relate to? | What are your key learning points? | What will you continue to do as before? | What will you plan to do differently? | Who can support you to implement your learning? | Comments |
| *Safeguarding Level 2* | *Importance of capturing correct information on a referral form, consent, capacity, children involved* | *Make notes when having conversations to ensure all info is captured* | *Make sure my team feel confident in having Safeguarding conversations and gather all the information* | *My Team, add Safeguarding as an agenda item at team meetings. Review all team safeguarding training records* |  |
| *Health & Safety L2* | *Importance of reviewing risk assessments in my service and for my team* | *Review risk assessments annually* | *Make the team aware that any changes to their work environment need to be discussed in case a risk assessment needs changing* | *My line manager, my team, review H&S documents on the document library* |  |

**Development Plans - *Examples***

Development plans are action plans, working documents used by both the employee and line manager. This plan will help you identify areas of development and create a structure to improve in that area. Complete the areas below to help you achieve your development goals. If you have any questions regarding development plans, please contact the L&D Team. An example has been included below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What do I want/need to learn? | Which module does it relate to? | What will I do to achieve this? | What resources or support will I need? | What will my success criteria be? | Target dates for review and completion |
| *Better understanding of Equality, Diversity & Inclusion* | *Equality, Diversity & Inclusion for Managers* | *Complete e-learning module* | *Access to the e-learning site and module* | *Completed the e-learning module and discuss what I have learnt with my manager* | *June 2025* |
| *Read the book “Sway” by Pragya Agarwal* | *Purchase the book* | *I will have a better understanding of unconscious bias and how this can affect my day-to-day relationships* | *Sept 2025* |
| *Watch the Ted Talks “How to overcome biases”* | *Internet access, find the you tube channel and video* | *As above* | August 2025 |

**Reflecting on your Learning**

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| --- | --- | --- | --- | --- | --- |
| Which module does it relate to? | What are your key learning points? | What will you continue to do as before? | What will you plan to do differently? | Who can support you to implement your learning? | Comments |
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**Development Plan**

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| --- | --- | --- | --- | --- | --- |
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