



Build your development plan

Leadership Dimensions

Developing capability

Use this form to understand and record

- your **strengths and development needs**
- your **development goals**
- your **personal development plan**

What to do

Using the **Understand your strengths and development areas** matrix...

1. **Identify and evaluate the leadership behaviours and competencies you need for your current role.** Take into consideration your performance last year and what you will need to deliver this year.

Do this prior to your meeting with your manager.

2. **Discuss with your manager** and agree the leadership behaviours and competencies required and the evaluation of how you perform these leadership behaviours and competencies. Note reasons for variations in what is required or evaluation of how you perform currently.
3. **Identify the development goals** for your development plan.

In the **Personal development plan** matrix...

4. **List the actions** that will enable you to meet your goals according to the following priorities.
 - a. Mandatory and Statutory training (MaST) and medical equipment training
 - b. Professional / clinical and non-clinical competence
 - c. Other required development

5. Record

- the development approach required to meet each goal, such as the details of planned on-the-job training (**HOW**)
- the timeframe for the action and for achieving your goal (**By WHEN**)

Note: Insights into your strengths and areas for development can be gained through tools such as 360^o and MBTI assessments.

1. Understand your strengths and development areas

Identify and evaluate the leadership behaviours and competencies you need for your current role.

Consider your performance last year and what you will need to deliver this year.

Requirements for your role	Your eval	Agreed eval	Note reasons for any variations	Your development goals	Add to
List the leadership behaviours, capabilities and competencies that apply to your role	Needs dev ¹ Meets ² Strengths ³	Add after performance review	Note reasons for variations in leadership behaviours and competencies required or evaluation of how you perform them	List the goals that you will set yourself in your development plan	development action plan?
					<input type="checkbox"/>
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¹ **Needs development** - I do not demonstrate this behaviour, capability or competency consistently or I do not demonstrate it at the level expected for my role.

² **Meets** - I consistently demonstrate this behaviour, capability or competency at the level expected of me.

³ **Strengths** - I consistently demonstrate this behaviour, capability or competency over and above the level expected of me.

Personal development plan

When *planning development actions* for the next 12 months, consider and prioritise all areas of personal development:

- **Priority 1 - Mandatory & Statutory training (MaST) and medical equipment training required**
- **Priority 2 - Professional/ clinical and non-clinical competence**
- **Priority 3 - other development required**

Development action required	How	By when