Name:

Line manager:

Date:

| Development  Objective/what I need to learn/do better | What I will do to achieve this | By when | What I have successfully learnt and improved | How I will share this learning to help others | CPD points |
| --- | --- | --- | --- | --- | --- |
| Improve personal impact and build confidence. | Formal training: Watch webinars: overcoming imposter syndrome and how to run training. | 30 June | Used learnings to manage nerves when presenting and started to reflect more on how I develop my own leadership style. | Actively show learning in my work, and encourage peers to watch the courses too. | 2 + 2 |
| Develop leadership skills and build personal network. | Learning from relationship: Sign up to mentoring on GCS Academy. Have regular meetings and apply what I learn in my work and career. | 31 Dec | That there are different leadership styles and I should feel more confident being myself when I lead teams. I will practice being a more authentic leader and grow a stronger network by thinking more about how I can help others in my network, not just how they can help me. | Encourage peers to consider mentorship. I will pass on what I have learnt to my colleagues through informal coaching. | 10 |
| Contribute to department goals, increasing job satisfaction and project management skills. | On-the-job: Initiate, plan, and implement a project to improve the quality of communications submissions and comms advice into submissions for the department. | 31 Mar | I understand the pressures facing private offices and the time they need to review subs.  I have better relationships with key policy officials and we have agreed to allow more time and have earlier engagement with comms on their subs.  I have improved my own written skills in drafting examples of good comms submissions. | I am planning to run briefings for each comms DD team, and attend the SMTs of Directors that most often work with comms on submissions. | 20 |
| Understand how to use stakeholder voices in media and campaign work. | On-the-job: job shadow team leader in External Affairs for one week. | 01 Aug | I have a better understanding of our stakeholders and their aims. I understand how I can approach them for supportive quotes and pre-brief so that they better understand the government's position when they respond on more contentious issues. | I will debrief my team and look for opportunities to include stakeholder quotes in our activity. | 5 |