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  |