

My Personal Development Plan

Table of contents

Introduction	2
Areas that need development	2
Your strengths	5
Your action plan	7
Key contacts	8
Resources	9
Related guidance on businesslink.gov.uk	10

Created by Business Link December 16, 2005 9:53 AM

If you would like to come back and see how much you have improved, or update your current list of actions, please visit My Information at businesslink.gov.uk



My Personal Development Plan

Introduction

To help ensure success for your business, a company owner needs to have a broad range of skills relating to management and leadership. Based on your current role and situation, this tool has prioritised the most important areas that you need to concentrate on and will point you in the right direction for further advice and training

Don't forget that as long as you have saved your plan online, you can visit the Business Link site at any time, update your plan and see how much your skills have improved

This tool has been based on the National Occupational Standards for Management and Leadership. View the full standards at <http://www.management-standards.org.uk>

Areas that need development

Skills that need some development		
<ul style="list-style-type: none">• Communicating• Decision-making• Leadership	<ul style="list-style-type: none">• Prioritising• Valuing and Supporting Others• Motivating	<ul style="list-style-type: none">• Analysing• Delegating• Reporting

You have lower scores for the skills needed in each of the following areas. This doesn't mean that you cannot do these tasks or haven't done them well in the past. It simply means that in order to be truly successful in these areas, you may need to brush up on some skills and get some advice on how to go about the following actions.

1. Encourage innovation in my business

Excellent performance in this area results in being able to:

- ensure that there is a well-communicated innovation strategy that fits with the overall vision of the business
- motivate people across the business to identify ideas for new products or services
- ensure that resources, particularly time, are made available for idea generation, development and testing of ideas
- evaluate business cases and plans, approve those that appear viable and monitor their progress
- ensure that the originators and developers of any ideas receive recognition for their achievement

In order to improve in this area, you may want to get some advice on:

- how to develop a business strategy for innovation and communicate it across the business
- methods for identifying and pursuing opportunities to work in partnership with external experts
- how to recognise and manage risk and encourage others to take acceptable risks
- how to provide constructive feedback on ideas to teams and individuals
- how to evaluate business cases and development plans and approve those that appear viable
- how to establish systems for measuring and reporting to relevant parties

[Download full details of the Encourage Innovation in your Business Unit from the MSC website \(PDF\)](#)

2. Plan change

Excellent performance in this area results in being able to:

- assess the gap between the current and required future state of procedures, systems, structures and roles
- assess the risks and benefits associated with your strategies and plans and develop contingency arrangements
- make sure your plans include short-term "wins" as well as longer-term deliverables
- develop systems for monitoring and assessing progress
- develop a communication strategy that allows people to give feedback
- identify training and support needs and plan how to meet these

In order to improve in this area, you may want to get some advice on:

- the main models and methods for managing change effectively
- effective planning techniques
- theory and application of the change or performance curve
- theory and understanding of teams, including an understanding of team-building techniques and how to apply them
- how to assess the risks and benefits associated with strategies and plans
- stakeholder expectations and how they influence the process

[Download full details of the Plan Change Unit from the MSC website \(PDF\)](#)

3. Lead change

Excellent performance in this area results in being able to:

- communicate your vision of the future, the reasons for the change and the benefits to everyone involved
- make sure the people responsible for planning and implementing change understand their responsibilities
- set and prioritise objectives for the change
- identify strategies for achieving the vision and communicate them clearly to everyone involved
- communicate progress to everyone involved and celebrate achievement
- identify and deal with obstacles to change

In order to improve in this area, you may want to get some advice on:

- the main models and methods for leading organisational change and their strengths and weaknesses
- principles and application of risk assessment
- how to use different leadership styles and behaviours for different circumstances
- the political, bureaucratic and resource barriers to change, and the techniques for dealing with these
- how to use different methods of communication in various circumstances
- stakeholder expectations and how they influence the change process

[Download full details of the Lead Change Unit from the MSC website \(PDF\)](#)

4. Manage a programme of projects

Excellent performance in this area results in being able to:

- make sure everyone involved is clear about how the programme links to strategic targets
- take account of all essential needs and translate strategic targets into practical, efficient and effective actions
- make sure everyone involved understands the critical aspects of the programme and arrangements for dealing with contingencies
- monitor and control the programme so that it achieves the stated objectives on time and within budget
- make recommendations, which identify good practice and areas for improvement
- tell everyone involved about important issues and the results of putting the programme into practice

In order to improve in this area, you may want to get some advice on:

- the difference between project and programme management and the role of a programme manager
- principles, processes, tools and techniques for managing programmes
- the basic principles, methods and techniques of total quality management
- how to manage, motivate, plan, monitor, and assess people
- how to assess and manage risk
- how to manage change within projects and programmes

[Download full details of the Managing a Programme of Projects Unit from the MSC website \(PDF\)](#)

5. Implement change

Excellent performance in this area results in being able to:

- create a vision of where your area is going, together with supportive objectives and operational plans
- communicate regularly, making effective use of a range of different communication methods
- develop a range of leadership styles and apply them to appropriate situations and people
- give people in your area support and advice when they need it especially during periods of setback and change

My Personal Development Plan

- encourage people to take a lead in their own areas of expertise and show willingness to follow this lead

In order to improve in this area, you may want to get some advice on:

- how to create a compelling vision for an area of responsibility
- a range of different leadership styles and communication methods
- how to get and make use of feedback from people on your leadership performance
- Types of difficulties and challenges that may arise and ways of overcoming them
- the benefits of and how to create and maintain a culture that encourages creativity and innovation
- the importance of encouraging others to take the lead

[Download full details of the Implement Change Unit from the MSC website \(PDF\)](#)

Your strengths

The skills you scored highest in		
<ul style="list-style-type: none">• Planning• Monitoring• Information Management	<ul style="list-style-type: none">• Problem Solving• Evaluating• Consulting	<ul style="list-style-type: none">• Reviewing• Thinking Strategically• Presenting Information

You have scored highly in the skills needed for each of the following areas. This means that you have the capability and existing knowledge to carry out any of these associated tasks though you may still want to get some help along the way (see our list of contacts).

1. Develop a framework for marketing

You can develop a framework that describes your business' customers and how your organisation intends to market its products or services

[Download full details of the Developing a Framework for Marketing Unit from the MSC website \(PDF\)](#)

2. Ensure my business has an effective health and safety policy

You understand the benefits arising from an effective organisational approach to health and safety eg decreasing the risk of injury to employees and improving the reputation of your business with customers and suppliers

[Download full details of the Ensuring your Business has an Effective Health and Safety Policy Unit from the MSC website \(PDF\)](#)

3. Get additional finance for my business

You are able to identify the need for additional finance and select from different types of

My Personal Development Plan

finance and funding providers to fund your business' proposed activities

[Download full details of the Getting Additional Finance for your Business Unit from the MSC website \(PDF\)](#)

4. **Promote technology in my business**

You are able to make sure that your business gets the technology it needs and uses it in the best way possible

[Download full details of the Promoting Technology in your Business Unit from the MSC website \(PDF\)](#)

5. **Manage a budget**

You are able to prepare, submit and agree a budget for a set operating period and take necessary action in response to identified variances in the budget and unforeseen circumstances

[Download full details of the Manage a Budget Unit from the MSC website \(PDF\)](#)

My Personal Development Plan

Your action plan

The following plan includes the actions you have previously selected and links to suggested resources.

	Action	Resources	When
1.	Encourage innovation in my business	Find local courses about encouraging innovation in your business from the learndirect website Find local events about encouraging innovation in your business from our events directory	Complete within 3 months
2.	Plan change	Find local courses about planning change from the learndirect website Find local events about planning change from our events directory	Complete within 3 months
3.	Lead change	Find local courses about leading change from the learndirect website Find local events about leading change from our events directory	Complete within 6 months
4.	Manage a programme of projects	Find local courses about managing a programme of projects from the learndirect website Find local events about managing a programme of	Complete within 9 months

My Personal Development Plan

		projects from our events directory	
5.	Implement change	<p>Find local courses about implementing change from the learndirect website</p> <p>Find local events about implementing change from our events directory</p>	Complete within 12 months

Key contacts

- **Your local Business Link**

Your local Business Link can offer you free, impartial and comprehensive advice to help your business start up, run and grow. They will also work with you to diagnose any issues and match your requirements with the best private or public sector solution in the marketplace.

Business Link for Cambridgeshire

Centenary House, St Mary's Street, Huntingdon, Cambridgeshire, PE29 3PE

Tel: 0845 609 7979

Website: www.cambs.businesslink.co.uk

Email: enquiries@cambs.businesslink.co.uk

- **Acas:**

Acas runs training sessions on a wide range of employment topics. Many of these are specially designed for smaller businesses.

Tel: 08457 47 47 47

Website: www.acas.org.uk

- **Learndirect:**

Learndirect can offer you free advice on courses, careers, funding and childcare. Search through 936,468 courses throughout the UK.

Tel: 0800 100 900

My Personal Development Plan

Website: www.learndirect-advice.co.uk

- **Investors in people:**

The Investors in People Standard is a business improvement tool designed to advance an organisation's performance through its people. It is flexible enough to apply to any organisation and sets a standard for good practice in matching what people can do and are motivated to do, with what the organisation needs them to do.

Tel: 020 7467 1900

Website: www.iipuk.co.uk

Resources

Find out if you are eligible for any grants or support on our Grants and Support Directory website

Find a professional body or trade association using our contacts directory

Find a business support organisation using our contacts directory

Find a sector skills councils for your specific industry at the Skills for business website

Read the employer's guide to training providers on the Learning and Skills Council website

Read guidance on 360-degree appraisals on the Chartered Institute of Management Institute Management website

Locate workplace training or seminars in your area on the Acas website

Read about mentoring on the Mentoring and Befriending Foundation website

Read about business courses on the Open University Business School website

Find details of regional and local organisations on the British Chambers of Commerce website

See which organisations participate in networking on the Higher Education and Research Opportunities website

My Personal Development Plan

Read about e-learning and search for e-learning providers on the e-learning centre website

Related guidance on businesslink.gov.uk

Skills and training for directors and owners

Fit the training to your needs

How to find a training provider / course

Use innovation to grow your business

Develop new products and services