

## Personal Development Planning and KSF

**T**he NHS National Waiting Times Centre has a commitment to ensure that every member of staff has an up-to-date Personal Development Plan (PDP) in place by 30 July 2007.

A number of you will already have a PDP. If you do not have a current one in place then there is still time to do so – speak to your manager as soon as possible as both of you will require to commit enough time to develop one by the July deadline.

Personal Development Planning is seen as an essential part of good management practice. Done well, it can motivate staff and help both individuals and the organisation to reach key objectives.

At the heart of the process is an annual review meeting where personal objectives are set (or reviewed and re-set). This meeting should be one in which:

- you gain information on what is expected of you at work
- you agree or review work objectives with your manager
- your performance is reviewed against the knowledge and skills in the KSF outline (where there is an up-to-date one for the post);
- you and your manager agree any developments required for the coming year

- you have an opportunity to discuss career development and motivation.

The annual review meetings will be supplemented throughout the year by more informal reviews of progress.

Everyone involved in the process has a responsibility to ensure that they understand the principles and to fully participate in the discussions, and to take an active responsibility for their own learning and development to fulfil the objectives agreed.

Your reviewer – who can be your manager or supervisor – should help you prepare your PDP, finding the necessary time to do so. Reviewers also need to be able to give clear and effective feedback on performance.

Both the reviewer and post holder have a joint responsibility to:

- Agree objectives for the year and the progress made against the KSF post outline (where there is an up-to-date outline for the post)
- Discuss and establish learning and development needs
- Review objectives and progress throughout the year.

### KSF outlines

Most staff should now have agreed a draft outline for their post that, when approved, will form an integral part of the review process. The reviewer and the post holder need to work together to collect a valid set of evidence that can be used to encourage personal development.

For managers and reviewers, KSF outlines are currently being consistency checked by our internal validation panels. All managers will have to return **their** final post outlines by 30 April 2007. If you have any questions about the status of your KSF Outline, then please speak to your manager or contact Craig Spinks on ext 5002.

### e-KSF

e-KSF is the electronic tool which will record all of your PDP and KSF. Managers and staff will be invited to attend special e-KSF learning sessions throughout May and June – dates are being finalised and will be communicated very soon.

### Monitoring the new PDP system

A simple system will be introduced to record PDP dates for staff in each department. In the longer term, this monitoring will be done automatically using the e-KSF tool.

