**Personal Development Plan (PDP) Template**

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| Employee (Inductee) name | Job title | Department / Directorate |
| Line manager (Inducter) name | Job title | Department / Directorate |
| Date of Completion: | | |

**Section 1: Local Induction**

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| **Please use the conversation prompts to the right, along with the induction toolkit, to provide a structure to the Induction discussion. Note: not all sections will be appropriate and therefore should be adapted based on the needs of the inductee and the local department.** | Double click to  indicate topic is completed. |
|  | Fire Evacuation procedure to be explained and face to face Fire Awareness Training booked  Work area orientation  Blood Centre information  Blood Centre tour  Key personnel/stakeholders  IT needs/access  Expenses needs/access  Pension choices  Annual Leave  Uniform/Personal Protection  Immunisation needs  Base access/ID card  Parking  Department/Directorate strategy and structure  Intranet and communications  Corporate policy access  core purpose, Values & Behaviours  Core Behaviour role level  Corporate Induction  Role expectations  Health & Wellbeing needs  Mandatory Training needs/access  Task Based Training needs  Reasonable adjustment needs  ‘Buddy’/Mentor support |

**Section 2: The first 6-12 months: Setting Initial Objectives for WORK and BEHAVIOURAL Performance**

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| **Please record the inductee’s initial objectives for during their induction period. This should represent the inductee’s first 6-12 months in their new role. Objectives should be written so that they are clear.**   * **Initial WORK objectives should be linked to learning the new job role and to helping support NHSBT achieve its goals as outlined in the strategic plan.** * **Initial BEHAVIOURAL objectives should be linked to the developing expectations of the level appropriate Core Behavioural Framework.** |
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**Section 3: Personal Development Plan (to support achievement of work and behavioural objectives)**

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| **Area for development** | **How will you meet this development need? *Consider the 70:20:10 learning model*** | **How will you benefit from this development?**  **How will NHSBT benefit from this development?** | **Timescale** |
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**Section 4: Reviewing performance progress**

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| **Please agree how and when the inductees performance will be reviewed during their initial 6-12 months.** |
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**Inductee to sign**……………..………………………………………………  **Date:**

**Inducter to sign..**………….……………………………………………….  **Date:**

**Please use the PDPR Reporting Tool to record completion of your Induction / PDP**