**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**