

Competency: Sample Process



1	<p>Appraise your skills and knowledge using the RDNA self-assessment tool, to identify and highlight potential areas for development.</p> <p><i>Think about where you are now and where you want to be.</i></p> <p>Save the report generated to your PC, printing a copy if required.</p>
2	<p>Consider the report with your line manager – which should provide the basis for a full and structured discussion – and agree your learning and development objectives for the year. Typically, there should be no more than, say, five.</p> <p><i>Think about the priorities for you to move forward.</i></p> <p>List your objectives in your learning log. These are the ‘what’: the areas in which you wish to enhance your skills or knowledge.</p>
3	<p>Use GRIP to help you discover what learning resources are available to achieve your development objectives.</p> <p><i>Think about how your objectives can be met and consider all options, not just training courses.</i></p> <p>List potential actions or activities in your learning log under ‘planned activities’, to produce a draft development plan for the year ahead. This is the ‘how’: the means by which you will meet your development objectives. It should also extend to the ‘when’, specifying a timetable, including review points with your line manager as necessary.</p>
4	<p>Agree the development plan with your line manager, in the light of team priorities, capacity, etc.</p> <p><i>With your manager, think about your expectations in the context of your team.</i></p> <p>Amend your learning log as necessary.</p>
5	<p>Undertake the activities specified in your development plan, drawing on the learning resources in GRIP where appropriate.</p> <p><i>Think about how to make the most of the materials available.</i></p> <p>Record your progress and achievements in your learning log. These provide the ‘why’: the ways in which your work is informed and shaped by your new skills or knowledge, assisting their consolidation.</p>
6	<p>Capture your thoughts on the process.</p> <p><i>Think and reflect on how you have developed as an individual.</i></p> <p>Record your views in your learning log. By clarifying objectives, activities, progress, achievements and reflections, it is the complete route map of your development.</p>