

## **Guidance on Personal Development Meeting for Members**

### **Purpose of the Review**

The purpose of the personal development meeting is to provide you with an opportunity to review your role generally, consider any specific tasks for the year ahead, consider the areas where you feel confident and identify areas that you might find challenging and may need support and development. You will have an opportunity to identify any learning and development needs which should then be fed back to Member Services for consideration in preparing the annual Member development programme commencing in May.

### **Preparation**

Make contact with your Group Leader or their Deputy to agree the appropriate person to meet with and to arrange a mutually convenient time and place where you can have a confidential and undisturbed conversation lasting about an hour.

Before the meeting consider the personal development plan you completed last year and start to think about preparing this year's plan, consider the role description you have, consider your strengths/weaknesses, specific tasks and challenges and any development needs you have.

### **Undertaking a Review**

The discussion you have with your Group Leader or other appropriate person should be confidential to yourselves. The attached pro forma personal development plan is to provide a structure to the discussion. During the discussion you should complete the plan but the discussion is more important than the paperwork.

Your Group Leader or other experienced Member will help you consider your role/contributions/strengths/weaknesses and training needs. They should act as an objective sounding board. At the start of the meeting they may wish to see the personal development plan you completed last year.

Please note that it is for you to undertake any actions resulting from the meeting and to keep your completed personal development plan but to pass a copy of page 3 to Member Services by the end of March.