

Continued Professional Development Plan (CPD)

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COVERING THE PERIOD FROM:	July 2025	TO:	June 2026

Planned outcome

For the next 12 months I would like to focus on development in the following core areas:

Managing People

I aim to strengthen and refine my existing management skills to become a more effective and impactful leader. Having previously managed a team and currently leading a new team of 3 (and recruiting for an additional 2), my focus is on developing advanced capabilities in team development, performance management and leadership communication. I want to establish a high-performing team culture and position myself as a role model and trusted support for colleagues.

Employee Relations Case Management

Within the next 6 months, I aim to seek increased exposure to employee relations (ER) cases across varying levels of complexity, with the goal of confidently advising on low-risk cases independently after this time.

HR Data and Analytics Skills

I plan to improve my data analysis and reporting skills, with a focus on using People data to extract meaningful insights. My goal is to present a clear, insight-driven monthly report that informs decision-making and contributes to continuous improvement at both team and organisational levels.

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	What are my target dates for review and completion?
To deepen my current understanding of HR policies, processes and employment law relating to employee relations specifically. Apply this knowledge to effectively manage low to medium-risk employee relations (ER) cases independently.	Shadow my manager during ER case calls and discussions, once per week where possible. Review relevant case documentation, including evidence, outcomes, and policy references. Participate in ER-related learning (e.g. internal training, reading CIPD guidance, or webinars).	The Senior People Support Advisor will be my mentor throughout this learning to coach me on the approach to take and how to deal with stakeholders who are involved.	Demonstrate confidence and accuracy in stakeholder calls (measured via feedback from my manager). Evidence knowledge and application of relevant policies and legal principles during case management discussions.	Review this in my monthly 1-2-1's with my manager. By November 2025 I aim to be independently leading a small portfolio of low-risk cases.

<p>Improve my reporting and data analysis skills by becoming a confident and autonomous user of Power BI, enabling me to generate meaningful HR reports that inform decisions and support stakeholders effectively.</p>	<p>Take ownership of compiling the monthly onboarding stats report. Doing this will help inform future decisions and obtain credible evidence to support the advice I provide to stakeholders. Attend internal or external training sessions on Power BI to improve my technical capability (minimum 1 course or webinar by October 2025).</p>	<p>Shadow and seek guidance from the People Support Officer to support learning and workflow optimisation. Collaborate with the People Analytics team to explore additional reporting functionality and streamline processes.</p>	<p>Generate Power BI reports autonomously and compile the monthly stats in a simplistic way, showing the data which is relevant and comprehensive to inform future decisions, to ensure the workload is evenly distributed and that backlogs are being cleared.</p>	<p>By December 2025 I will be generating the monthly onboarding stats report independently. Reports will be simplified, relevant, and comprehensive measured by feedback from senior managers during monthly reporting meetings. Proactively share report findings and insights in monthly stats meetings and adapt reporting based on feedback. Track progress and review in monthly 1:1s, with an end-of-year reflection on improvements made to reporting processes.</p>
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<p>To develop and embed effective team management practices that align with the CQC's Manager Guidelines, ensuring my team feels supported, valued and included and contributing positively to an inclusive and high-performing culture.</p>	<p>Complete the Managerial training course, which is a 9-month course. Apply learning by implementing actions from each training module in my day-to-day management approach.</p>	<p>I will require my managers support and to provide feedback on my progress. I will be required to travel to attend monthly meetings/ workshops and be required to manage my time effectively to complete the training in working hours.</p>	<p>Commit to all training sessions and follow up with actions to put my learning into practice. I will ask for regular feedback from my manager during our monthly sessions and my success criteria will be based on feedback I obtain from my direct reports every 3 months, from July – June 2025 to determine my progress.</p>	<p>Review my progress each month during my 1:1 sessions with my manager. Collect anonymous feedback from direct reports via short surveys or feedback sessions every 3 months (e.g. October, January, April) focusing on themes such as support, communication, recognition and inclusion. Demonstrate improvement in team feedback over time. Document and review practical application of learning during monthly 1:1s with examples of how training is being embedded into team management.</p>
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