Personal Development Plan (PDP). FAQs

How to create and manage a PDP

What is a PDP?

A Personal Development Plan is your commitment to developing new skills or strengthening existing ones.

In your PDP, you note the activities you will undertake in the year to develop the skills you've identified.

Over the year, you complete these activities and mark your progress in your PDP

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How do I create a PDP?

We have created a user guide and a video which both explain how to create a PDP.

You can view these training items <u>here</u>

What should I call my PDP?

Leave the title provided by the template which includes the year and simply add your name to the end of it.

This will help you to see in which year your PDP was created in.

It will also make it easier for your manager to see that the PDP they are approving is yours.

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How long should a PDP be?

We recommend that your PDP should contain around 12 hours of training and between 5 and 20 training items.

However, depending on your role and the stage you are at in your career we recognise that the amount of time you spend in training may be different.

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What happens after I submit my PDP?

Once you have submitted your PDP it goes to your manager to approve.

You can still complete the training items while you are waiting for your manager to aprove your PDP.

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How can I change my PDP?

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If you need to add or remove courses throughout the year your manager can edit your PDP for you.

They can do this at all stages until the PDP is completed.

If your manager is unavailable to make edits for you, email Academy Support
 ihsacademy@ihstowers.com or log a support ticket for us on SysAid.

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A course on my PDP is no longer available, what should I do?

The courses on the Academy are updated every 3 months. Normally we add new ones, but occasionally we remove older less relevant content.

If a course is no longer available you can request your manager removes it from your PDP and replaces it with a new course if appropriate.

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My PDP is 'Pending Approval' what should I do?

Once you have submitted your PDP it will show 'Pending Approval' until your manager has approved it.

You may wish to remind your manager to check and approve your PDP.

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My manager has changed, does this affect my PDP?

We will update the Academy to reflect your new manager and give them permissions to edit and approve your PDP.

If your new manager cannot see your details on the Academy, email us to confirm your manager's details
ihsacademy@ihstowers.com

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My role has changed, what should I do with my PDP?

If your role changes you will probably need to edit your PDP.

Your manager can help you by adding training content relevant for your new role and possibly remove other training that will no longer be relevant. If the changes are substantial, cancel the PDP and create a new one.

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Why is my PDP showing 'Pending completion approval?'

Once your PDP is completed your manager needs to approve that you have completed everything.

Without this last step your PDP will show 100% but it will still have the status 'pending completion approval' you can ask you manager to select 'approve' to move the status to completed.

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I'm not sure what to put on my PDP.

Think about your goals and if there are any skills you will need to improve or learn to reach them. These could be technical or soft skills.

Ask your manager and your colleagues if there is any training they think would be useful for you to complete.

Use the Academy search functionality to browse the catalogue for areas that are of interest to you.

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How does the completion percentage work?

The three sections (e-learning, on the job and, instructor lead training) each count as 33% of your PDP.

Your plan will show as 33% complete after completing one section, 66% complete after two sections and 100% after completing the whole plan. If you have completed part of a section the percentage will show as part of that 33% so if you have 3 on the job training items and you complete one, the percentage will be 11%.

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<u>Does all my training need to be on my PDP?</u>

No. You can still do other training outside your PDP, but most of your training will be there. Your PDP is your planned training for the year curated to help you achieve your goals. You should try and capture everything related to your goals here.

You don't need to add pieces of training for ad-hoc projects, but if it is related to your goals, it's up to you whether to add it into your PDP later on or leave it off.

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<u>What happens if my manager denies a PDP?</u>

If a manager denies your PDP you will need to create a new PDP and re-submit it.

For this reason it is best to have a meeting with your manager to discuss your PDP for the year along with your goals.

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As a manager how do I manage the PDPs for my reports?

We have created a user guide and manual to show you the steps. You can view these here

Once a PDP has been created by a member of your team you will need to review their PDP and edit, approve or deny it. We recommend you discuss this with your report. Once they have completed the PDP you will need to approve completion.

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I can't find my answer here, who can I ask?

If you can't find the answer to your question here send us an email: ihsacademy@ihstowers.com