

# My Personal Development Plan

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If you would like to come back and see how much you have improved, or update your current list of actions, please visit My Business at [www.hiebusiness.co.uk](http://www.hiebusiness.co.uk)



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# My Personal Development Plan

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## Introduction

To help ensure success for your business, a company owner needs to have a broad range of skills relating to management and leadership. Based on your current role and situation, this tool has prioritised the most important areas that you need to concentrate on and will point you in the right direction for further advice and training

Don't forget that as long as you have saved your plan online, you can visit our website at any time to update your plan and see how much your skills have improved.

This tool has been based on the National Occupational Standards for Management and Leadership. View the full standards at <http://www.management-standards.org.uk>

## Areas that need development

| Skills that need some development   |  |   |
|---|--|---|
| <ul style="list-style-type: none"><li>• Decision-making</li><li>• Information Management</li><li>• Consulting</li></ul> | <ul style="list-style-type: none"><li>• Reviewing</li><li>• Prioritising</li><li>• Valuing and Supporting Others</li></ul> | <ul style="list-style-type: none"><li>• Involving Others</li><li>• Motivating</li><li>• Reporting</li></ul> |

You have lower scores for the skills needed in each of the following areas. This doesn't mean that you cannot do these tasks or haven't done them well in the past. It simply means that in order to be truly successful in these areas, you may need to brush up on some skills and get some advice on how to go about the following actions.

### 1. Ensure my business has an effective health and safety policy

Excellent performance in this area results in being able to:

- identify your personal and business responsibilities under health and safety legislation
- ensure that the business has a written health and safety policy statement that is clearly communicated
- ensure that the health and safety policy is put into practice across the business and is subject to review and revision
- ensure ongoing consultation with people or their representatives on health and safety issues
- ensure that systems are in place for effective monitoring, measuring and reporting
- ensure that sufficient resources are allocated across the business to deal with health and safety issues

In order to improve in this area, you may want to get some advice on:

- how to keep up to date with legislative and other developments relating to health and safety
- how to develop an effective written health and safety policy statement and what it should cover
- how and when to review and revise the written health and safety policy statement
- how and when to consult with people who work for the business or their representatives on health and safety issues
- why and how health and safety should inform a business' overall strategy, planning and decision-making
- how to establish systems for monitoring, measuring and reporting on a business' overall health and safety performance

**[Download full details of the Ensuring your Business has an Effective Health and Safety Policy Unit from the MSC website \(PDF\)](#)**

### **2. Promote equality and diversity in my business**

Excellent performance in this area results in being able to:

- identify the business' and your personal responsibilities and liabilities under equality legislation
- review the diversity and needs of the business' current and potential customers
- review the diversity of the workforce in comparison to the local or national population
- ensure that your business has a written equality and diversity policy that is clearly communicated to staff and stakeholders
- ensure that the equality and diversity policy is supported by an action plan
- ensure that systems are in place to monitor, review and report on progress

In order to improve in this area, you may want to get some advice on:

- the business case for ensuring equality of opportunity and promoting diversity
- the different forms which discrimination and harassment might take
- how and where to identify the business' and your personal responsibilities and liabilities under equality legislation
- how to identify the diversity and needs of your workforce and your current and potential customers
- how to communicate a written equality and diversity policy to staff and stakeholders
- what should be covered in an action plan

**[Download full details of the Promote Equality and Diversity in your Business Unit from the MSC website \(PDF\)](#)**

### **3. Manage risk**

Excellent performance in this area results in being able to:

- ensure that your business has a written risk management policy that is clearly communicated to all relevant people
- establish and regularly review risk criteria seeking views of staff and

- stakeholders
- collect and evaluate information from across the business on how identified risks have been dealt with
- encourage people to take acceptable risks and to make and learn from their mistakes
- ensure that sufficient resources are allocated to support effective risk management
- monitor and review effectiveness

In order to improve in this area, you may want to get some advice on:

- types of risk and the key factors which drive them
- key stages in the risk management process
- how to develop a written risk management policy, what it should cover and when to revise it
- how to communicate the written risk management policy to staff and stakeholders
- the types of decisions and actions that might be taken in relation to identified risks
- how to establish effective systems for monitoring the risk management process

**[Download full details of the Manage Risk Unit from the MSC website \(PDF\)](#)**

#### **4. Manage finance for my area**

Excellent performance in this area results in being able to:

- evaluate available financial information and consult with colleagues to identify priorities, potential problems and risks
- where appropriate, delegate responsibility for budgets for clearly defined activities to colleagues
- develop a realistic master budget for your area and submit it to relevant people for approval
- identify the causes of any significant variances and take prompt corrective action
- propose revisions to the master budget in response to variances or unforeseen developments
- review the financial performance of your area in relation to objectives

In order to improve in this area, you may want to get some advice on:

- how to evaluate information to prepare a realistic master budget
- how to delegate responsibility for budgets
- how to discuss, negotiate and confirm budgets with colleagues and finance people
- how to establish systems to monitor and evaluate performance against budgets and contingency plans
- the main cause of variances and how to identify them
- how to encourage colleagues to think about ways of reducing expenditure and increasing income

**[Download full details of the Manage Finance for your Area Unit from the MSC website \(PDF\)](#)**

### 5. Observe legal, ethical and social requirements

Excellent performance in this area results in being able to:

- monitor the relevant legal, ethical and social requirements and the effect they have on your area
- develop and communicate effective policies and procedures to make sure your business meets all the necessary requirements
- monitor the way policies and procedures are put into practice and provide support
- encourage people to be open about meeting and not meeting the requirements
- identify reasons for not meeting requirements and adjust policies and procedures to reduce failures in the future

In order to improve in this area, you may want to get some advice on:

- the importance of having an ethical and value-based approach and how to put this into practice
- relevant legal requirements governing the running of businesses
- current and emerging social attitudes to management and leadership practice and the importance of being sensitive to these

[Download full details of the Observe Legal, Ethical and Social Requirements Unit from the MSC website \(PDF\)](#)

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## Your strengths

| The skills you scored highest in  |   |   |
|---|---|---|
| <ul style="list-style-type: none"><li>• Communicating</li><li>• Planning</li><li>• Monitoring</li></ul> | <ul style="list-style-type: none"><li>• Problem Solving</li><li>• Leadership</li><li>• Evaluating</li></ul> | <ul style="list-style-type: none"><li>• Thinking Strategically</li><li>• Presenting Information</li><li>• Negotiating</li></ul> |

You have scored highly in the skills needed for each of the following areas. This means that you have the capability and existing knowledge to carry out any of these associated tasks though you may still want to get some help along the way (see our list of contacts).

### 1. Put the business plan into action

You are able to agree measures for success, carefully monitor the implementation of the plan and make adjustments along the way

[Download full details of the Put the Business Plan into Action Unit from the MSC website \(PDF\)](#)

### 2. Get additional finance for my business

You are able to identify the need for additional finance and select from different types of finance and funding providers to fund your business' proposed activities

**[Download full details of the Getting Additional Finance for your Business Unit from the MSC website \(PDF\)](#)**

**3. Manage a budget**

You are able to prepare, submit and agree a budget for a set operating period and take necessary action in response to identified variances in the budget and unforeseen circumstances

**[Download full details of the Manage a Budget Unit from the MSC website \(PDF\)](#)**

**4. Plan change**

You can develop a strategy to make the change that is needed, taking note of barriers, risks and the need to put appropriate monitoring and communication systems in place

**[Download full details of the Plan Change Unit from the MSC website \(PDF\)](#)**

**5. Map my business environment**

You have the ability to obtain crucial information to support planning and decision making eg information on your customers, competitors, market trends, new technologies and legislation

**[Download full details of the Map my Business Environment Unit from the MSC website \(PDF\)](#)**

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## My Personal Development Plan

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### Your action plan

The following plan includes the actions you have previously selected and links to suggested resources.

|    | Action   | Resources  | When                     |
|----|--|--|--------------------------|
| 1. | Ensure my business has an effective health and safety policy | <a href="#">Find local courses about ensuring your business has an effective health and safety policy from the learndirect website</a><br><a href="#">Find local events about ensuring your business has an effective health and safety policy from our events directory</a> | Complete within 3 months |
| 2. | Promote equality and diversity in my business                | <a href="#">Find local courses about promoting equality and diversity in your business from the learndirect website</a><br><a href="#">Find local events about promoting equality and diversity in your business from our events directory</a>                               | Complete within 3 months |
| 3. | Manage risk  | <a href="#">Find local courses about managing risk from the learndirect website</a><br><a href="#">Find local events about managing risk from our events directory</a>   | Complete within 3 months |
| 4. | Manage finance for my area                                   | <a href="#">Find local courses about managing finance for your area from the learndirect website</a><br><a href="#">Find local events about</a>  | Complete within 3 months |

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## My Personal Development Plan

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|    |  |   |                          |
|----|--|---|--------------------------|
|    |  | managing finance for your area from our events directory  |                          |
| 5. | Observe legal, ethical and social requirements | <p>Find local courses about observing your legal, ethical and social requirements from the learndirect website</p> <p>Find local events about observing your legal, ethical and social requirements from our events directory</p> | Complete within 3 months |

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### Key contacts

- **Your local HIE**

Your local HIE can offer you free, impartial and comprehensive advice to help your business start up, run and grow. They will also work with you to diagnose any issues and match your requirements with the best private or public sector solution in the marketplace.

#### **Business Gateway**

Scottish Enterprise, Small Business Services, 150 Broomielaw, Atlantic Quay, Glasgow, G2 8LU

**Website:** [www.bgateway.com](http://www.bgateway.com)

**Email:** [network.helpline@scotent.co.uk](mailto:network.helpline@scotent.co.uk)

- **Acas:**

Acas runs training sessions on a wide range of employment topics. Many of these are specially designed for smaller businesses.

**Tel:** 08457 47 47 47

**Website:** [www.acas.org.uk](http://www.acas.org.uk)

- **Learndirect:**

Learndirect can offer you free advice on courses, careers, funding and childcare. Search through 936,468 courses throughout the UK.



**Tel:** 0800 100 900

**Website:** [www.learndirect-advice.co.uk](http://www.learndirect-advice.co.uk)

- **Investors in people:**

The Investors in People Standard is a business improvement tool designed to advance an organisation's performance through its people. It is flexible enough to apply to any organisation and sets a standard for good practice in matching what people can do and are motivated to do, with what the organisation needs them to do.

**Tel:** 020 7467 1900

**Website:** [www.iipuk.co.uk](http://www.iipuk.co.uk)

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### Resources

**Find out if you are eligible for any grants or support on our Grants and Support Directory website**

**Find a professional body or trade association using our contacts directory**

**Find a business support organisation using our contacts directory**

**Find a sector skills councils for your specific industry at the Skills for business website**

**Find information on training your employees on the Careers Scotland Website**

**Read guidance on 360-degree appraisals on the Chartered Institute of Management Institute Management website**

**Locate workplace training or seminars in your area on the Acas website**

**Read about mentoring on the Mentoring and Befriending Foundation website**

**Read about business courses on the Open University Business School website**

**Read about e-learning and search for e-learning providers on the e-learning centre website**

**Related guidance on [hiebusiness.co.uk](http://hiebusiness.co.uk)**

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## My Personal Development Plan

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**Fit the training to your needs**

**How to find a training provider / course**

**Skills and training for directors and owners**

**Check your legal responsibilities when taking on an employee**

**Prevent discrimination and value diversity**

**Benefits of flexible working**

**Meet the need for work-life balance**

**Identifying and managing risks to your business**

**Get the right finance for your business needs**

**Your responsibilities for health, safety and environment**

**Set up employment policies for your business**