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## High Street TV development plan 2022

NAME

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DATE

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JOB TITLE

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LINE MANAGER

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DEPARTMENT

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REVIEW DATE

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Colleagues should take care of each other, have fun, celebrate success, learn by failure, look for reasons to praise not to criticize, communicate freely and most of all respect each other.



# Welcome to your **Personal Development Plan**

A personal development plan shouldn't just be seen as a meeting request from your LM, something that you have to do once a year as a tick box exercise, it should be seen as a tool to **keep your work dreams and desires in sight**.

A PDP discussion is a source of discovery, **inspiration & motivation**. It is a framework to help you reflect on what you want to accomplish and a way of identifying how you and your Line Manager can help you achieve your goals. It allows you to make better decisions and should prevent you from taking backwards steps. It should also allow you to strategize and get back on track when things go wrong.

Having **a clear path** is also beneficial for your mental health: a sense of purposefulness can help reduce both anxiety & stress.

## **AREAS FOR YOUR CONSIDERATION...**

**Free speech is key.**

Use this time to express your thoughts and feelings.

**Do you understand the company values?**

**Do you have a full understanding of the overall HSTV business model?**

Do you recognise the impact & importance of your role in making the business the very best it can be?

**Are we all pulling in the same direction?**

What can be done better?

### **HOW TO USE**



#### **Solo Sections - Team Member**

Sections indicated with this icon are for your thoughts/feedback alone on anything from your role, your line manager, the company or any items you wish to feedback to the company

# Welcome to your 2022 PDP.

Please follow the stages below to ensure you achieve as much as possible out of the process. Please use the comments section below to go into further detail if you wish.



Arrange meeting and make initial notes/ entries. Fill entries in solo sections.



Face to Face with your line manager. Discuss and agree entries on the mutual sections.



Submit final plan to HR. We suggest a follow up with Line Manager at 1-3 month intervals for feedback.

## How are you...?

Before we start, let us know how you are feeling in general. Use the comments section to go in to more depth if you wish.



comments...

Example: how you are feeling in general, about your role, your line manager(s) or the company in a whole



### Solo Sections - Line Manager

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### Mutual Sections

Sections indicated with this icon should be initially filled with your notes and discussed with your line manager before final entries are submitted.

# TEAMS TALK

**Achieve our goals  
with clear and honest  
communication to enable  
collective priority management!**

**How I feel about communication within the company...** (please give exam-

**Do you feel confident communicating with your colleagues/line manager/directors & other departments?**

**Do you feel communication across your team is effective.**

**Please think about the communication lines with your line managers and directors within the business.**

Please give examples where you have pro-actively improved communications



## HOW TO USE



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## How can we achieve advanced communication within our business...



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# KNOW THE SCORE

Transparency on company performance, strategies, individual goals and where you are in achieving them to enable the best collective results!

## DO YOU KNOW THE SCORE?



PLAYING GREAT



PLAYING GOOD



OUT OF TOUCH



ON THE BENCH

**How well do you understand your performance & the companies results & goals?**

Have you an understanding of the overall company business model – do you feel informed ?

Are you aware of what is expected from you in your role. Would you like to discuss your KPI's ?

Do you understand what is expected from your dept as a whole, is your team performing as well as it should ?



### HOW TO USE



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## How well do you understand your performance & the companies results & goals?

Do you have sufficient information to understand the company strategies?

Do you have an awareness of the companies financial results/performance ?

Do you have sufficient knowledge of our existing & new products?



## Areas of improvement & how we plan to improve your knowledge...



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**FULFIL YOUR POTENTIAL**

**Be positive,  
always do your best  
and never give up!**

**Give examples of how you've fulfilled your potential...**

**Have I met my previous objectives?**

**YES!**

**SOME**

**NO!**

**Previous objectives...**

Lets highlight objective from last years PDP or any objectives that may have changed/evolved since 2021.



**HOW TO USE**



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## What's next for my development/career?

Where do I see myself in 2/3 years or are you happy with what you are doing now?

What additional skills & training do you feel would be beneficial?

Do you have any training requirements to be discussed.

Are there any obstacles that may prevent you from achieving your goals

## What can the business do to help you achieve your goals?



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## Agreed objectives for the coming year...

Lets highlight objective from last years PDP or any objectives that may have changed/evolved since 2021.



## Agreed actions to help you fulfil your potential ...



### HOW TO USE



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Finally, after discussing/agreeing with your Line Manager how are you feeling about your future and current role within the company?



**SMASHING IT!**



**MOTIVATED!**



**SUPPORT!**



**FRUSTRATED!**

### Line Manager final thoughts/feedback...

Use this area to get over any additional thoughts/feedback regarding this process, your role, your team member or their role within the company.

**Name**

**Signed**



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**high**  
street tv



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