



Employee Reflections and Development Plan policy

This policy outlines the development plan process in Happy HR.

Step 1 - Identifying the development plan:

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation has a culture of continuous improvement and we want to grow and nurture our employees to improve their skills and provide opportunities for career advancement.

The manager and employee will identify a mutually agreed development plan to ensure that new skills and career opportunities are developed.

Step 2 - Development plan process:

The employee and manager will meet to discuss a development plan or opportunity to assist the employee in gaining new skills or career advancement.

The development plan will be displayed on the employee dashboard. The development plan process will be as follows:

1. A conversation between the relevant manager and employee.
2. During this discussion the manager and employee will endeavour to establish a road map to develop the right training and strategies to assist the employee in learning the new skill.
3. The manager and employee will clearly identify how the development plan can be achieved. This should be illustrated with a commitment from the company and the employee.
4. The development plan will be constructed in collaboration with the employee.
5. The development plan will be constructed using the Happy HR development plan platform.
6. The manager and employee will set a measurable development plan that is mutually agreed to by both parties.
7. The outcome of this process will result in a formal development plan document which will be seen on the manager and employee dashboard.
8. The manager and employee will establish and agree to a development plan review period and schedule in follow up meeting dates - performance will be regularly reviewed within this period.
9. The manager must set aside time to provide the necessary training to ensure the development plan is achieved.
10. Any documentation arising from this process will be retained in the employee's dashboard.



Step 3 - Outcome:

1. The employee is notified that they have achieved the development plan - Further training is no longer required.
2. The employee has not yet achieved the goal, ongoing training is required and the development plan is carried forward.