

# Personal Development Plan

## ***Template for Training and Support to be considered for staff at risk of redundancy.***

The University will consider possible training and development or other forms of support to help staff to adjust to change and prepare themselves effectively for suitable alternative posts. The relevant options will differ depending on the circumstances and impact of the change.

The following are some of the possible options which managers and staff should explore:

Name of employee	
Job title	
Department	
Start Date of Development Plan	
Anticipated End Date of Development Plan	

Type of support	Brief Description	Development Agreed and how this will be provided	Timescale	Who will monitor progress	Comments
Skills Training	<i>e.g. Use of technology, administrative training, bespoke skills required in a Department</i>				
Online Self-Help modules/resources	<i>e.g. Career transition advice, IT skills</i>				

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CV/Application form writing advice	<i>e.g. Assistance in developing, writing CVs or application forms</i>				
Interview Advice	<i>e.g. Interview skills and preparation</i>				
Advice and support on termination payments and possible implications on unemployment benefits	<i>e.g. Support on payments from the University and contacts to discuss possible entitlement to benefits</i>				
Counselling/ Staff Support Line	<i>e.g. Internal or external counselling support to help the employee with</i>				

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	<i>organisational change -ensure staff know how to contact</i>				
Coaching/Mentoring	<i>e.g. For those who are to be redeployed in the University, a coach or mentor may be provided to help with transition</i>				

Signed ..... (Manager)

Signed ..... (Employee)

Date .....