

Managing Individual Development

INTRODUCTION

The purpose of this course is to develop ability to be able to manage individual development as required by a practising or potential middle manager. Delegates will conduct a performance gap analysis with an individual in their area of responsibility based on an analysis of the individual's current skills, knowledge and abilities and an analysis of the current or future performance requirements of the individual's role.

COURSE OBJECTIVES

- By the end of the course, delegates will:
- Be able to evaluate individual performance in an organisation
- Be able to implement a personal development plan, for an individual in an organisation
- Conduct a performance gap analysis to determine development needs
- Understand how the personal development plan will be monitored

COURSE DURATION: 2 Day Course

Equivalent to ILM Level 5 unit
Value of 4 Credits



COURSE CONTENTS

Performance Gap Analysis

Techniques for informal performance assessment and formal appraisal

Methods of ensuring fair and objective assessment/appraisal

Training needs analysis

Quality, appraisal and training

Training and Development techniques

Learning Styles and opportunities

Cost Effective Training to meet Needs

Mentoring

Monitor and Evaluate

Coaching techniques

Personal Development Action Plan

Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice most of the theory covered



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