

TRAINING AND DEVELOPMENT SUMMARY

1. REVIEW OF LAST YEARS TRAINING & DEVELOPMENT PLANS

Discuss the progress made and results achieved against the training and development plans agreed in the last review.

2. PERFORMANCE IMPROVEMENT AND TRAINING NEEDS

Highlight areas for performance improvement that the individual has in the current job. Specify what action is being taken to improve knowledge, ability or skills against these performance issues, including timescales.

3. SHORT TERM CAREER GOALS

What short term career development plans does the individual have? Where possible agree upon possible next career steps.

4. LONGER TERM CAREER GOALS

Agree where possible the type of position(s) which in approximately 5 years the job holder could reasonably aspire towards. Be specific where possible.

5. DEVELOPMENT NEEDS

Agree and plan the development activities and actions that are required to help the individual to attain both their short and longer term career goals, include timescales for implementation and completion.