

Development plan

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Covering the period from: September to October

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
Gain more knowledge of management recruitment.	Observe and reflect on management interviews.	Co-operation from Resourcing and Management Development Manager who conducts the interviews.	To have completed a management interview myself.	December
Gain different company experiences	Find another job with a different employer. Network with colleagues from my course who are working for different organisations.	Time for: recruitment agencies, practising interview techniques, updating my CV. Contact with colleagues.	Getting a new job in a different organisation. Maintaining relations with former colleagues from the Diploma in HRM course.	July
Practical experience of negotiation techniques.	Negotiate the recruitment rates with recruitment agencies we use.	Time to review the recruitment rates offered by different companies.	Gaining a competitive rate for agency recruitment.	March
Learn about rewarding employees in a range of different ways and how rewards can be used effectively.	Investigate flexible benefits and nonfinancial benefits.	Internet pages – e-reward, CIPD, ACAS, DTI. Contact the CIPD Library. Use my course notes and recommended books. Ask colleagues.	To have put together a proposal indicating the advantages and disadvantages of flexible benefits within the workplace.	August

CPD record

Key dates	What did you do?	Why?	What did you learn from this?	How have/will you use this?
September	Attended the Diploma in HRM course lecture on the relationship and perceptions	I'm studying the CIPD qualification to increase my knowledge of HR.	Discussed the perception of Line Managers towards HR; how this can be improved through a greater understanding of HR objectives;	HR is not 'targeted' as such within my organisation, but recently we have introduced a Staff Attitude Survey. I considered how the results from this survey could drive targets for HR, this would directly link the employees' actions with HR and they could see the outcomes. This would give them a



	between the Line Manager and HR.		and potential methods to measure the value of HR.	better understanding of HR and increase their perception of the department. I progressed this further by basing my management report on one of the issues arising from the Staff Attitude Survey.
November	Went to a lecture on employment legislation.		This week the new regulations for fixed term employees were discussed, specifically regarding the 'need' (obligation) to offer them any full time role that is available.	We had recently employed an HR Manager on a fixed term contract so wanted to confirm and understand this regulation in case any roles became available. I reviewed it further under the DTI, concluding that there is a right to offer any full time role and/ or notify but no automatic right to the role.
January	Attended the Diploma in HRM course. This week the lecture was on contractors.		In order to improve contracts with external suppliers you should review successful external contracts and apply to future contract agreements.	Discussed the success of my organisation's attitude survey contract and how it could be applied to the HRIS contract with my Line Manager. The conclusion was that the attitude survey is an easier project (only required intense input initially) whereas HRIS was ongoing and had run out of steam. Solution was to encourage the new HR Manager to get involved.
August	Attended a lecture on performance management.		I learnt about the importance for management and employee appraisal training. How this provides a greater understanding of the process and encourages self-development and employee ownership of learning.	I will use this learning when rolling out the performance management system where it will be emphasised that management must explain the purpose of appraisals to employees' encouraging them to take responsibility of their learning and promoting a learning climate. Also I incorporated an introduction to the appraisal process into the induction pack.

