

## Manual of Administration

<b>TOPIC:</b>  Human Resources	<b>SUBJECT:</b>  Personal Development Plan	<b>Code: HR150</b>
		<b>Date of Issue: 04/96</b>
		<b>Revised: August 2009</b>
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### **PURPOSE:**

To define the guidelines for an effective Personal Development Plan for Support Workers.

### **Manager's Responsibilities:**

1. Ensure PDP is completed annually on all staff.
2. Give the employee a blank Personal Development Plan form prior to the meeting and ask them to complete the form as much as possible. Ask them to include examples where appropriate. Schedule a meeting to discuss the Personal Development Plan.
3. Prior to the meeting, complete the form as much as possible including examples.
4. Ensure cross module feedback is sought from other Managers, General Managers and Director.
5. At the meeting:
  - a. Ensure the employee is aware the meeting is not disciplinary and is to document his/her performance. It will include notations where improvement is required with performance as well as areas performed well.
  - b. Be open to the employee's point of view of his/her work performance.
  - c. Where there is a disagreement on performance, ask that the employee to provide specific examples to support his/her point of view.
  - d. Ensure the meeting to complete the form is a joint effort by both the employee and the Manager.

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- e. Add employee comments/examples to your form or attach his/her comments.
  - f. Identify specific actions the employee can take to improve performance or expand experience.
  - h. Have the employee sign the plan to indicate it has been read and understood.
6. Manager will send the completed form to the General Managers/Director for their comments and signatures.
  7. The employee will then receive the original form and copies will be made for the Manager's supervision file and the personnel file. The personnel file copy will be given to the Executive Director to review and initial prior to filing in the personnel file.

**Worker's Responsibilities:**

1. Prior to the meeting, complete the form as much as possible.
2. Note on the form your accomplishments as well as where improvement is needed. Where possible include examples.
3. Indicate short and long term goals for yourself as an employee of Avenue II.
4. At the meeting:
  - a. Be open to the Manager's point of view on work performance.
  - b. Where there is a disagreement on performance ask the Manager to provide specific examples to support his/her point of view.
  - c. Ensure you are an active participant in the discussion regarding your work performance.
  - d. Review and sign the plan to indicate you have read and understand it.