Employee Development Sample Flow

Step 1 - Identify **Process Method Options** Scoping Define strategic/business objectives GAP analysis - determine Discussion current skill base within staff population ♦ Performance data skills required for achievement of current ♦ Focus groups/Interview and future objectives ♦ Organisational survey training needs analysis Determine deliverables Establish success criteria Step 2 - Informed Design **Process Method Options Organisational Capacity** Discussion Determine capacity of the organisation and staff Infrastructure assessment to adopt the development program Organisational survey Organisational Consultation Employee Development Program Design Create Development Program - this may include: Secondment Mentoring Formal and informal, internal and external training Coaching Target development Career planning and development Create supporting documentation **Planning** Define communication plan Identify Employee Development Program champions Step 3 - Implement **Process Method Options** Action Development Program Facilitated discussions Gain and maintain organisational buy-in \diamond Written and/or electronic communication Ongoing Communication of Employee \diamond Presentations **Development Program** Training Facilitation of Employee Development Program Program Evaluate Assess process and program against success criteria: Performance data Revisit GAP analysis - assess (dependent Focus groups/Interviews upon appropriateness of timeframe) Organisational survey Procedure and method (inc. content, format and usability)