Training Programme

Develop-Mock Template for a Professional Growth Plan

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**Project Name:** Bridging the gap between VET and business: Modern talent management and analytics 4.0 for SMEs in Europe
**Project Acronym:** Talent 4.0
**Project Number:** 2018-1-AT01-KA202-039242

**Professional Growth Plan FORM**

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| Employee Info |
| Name  |  | **Department**  |  |
| Position |  | **Reviewer** |  |

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| --- | --- | --- | --- | --- | --- |
|  | Professional Development | Professional Growth | Action Plan | Logistics | Timeline |
|  | Discuss any required training, coursework or seminars | List employee enrichment as a result of achieving set goals | Detail the steps needed to achieve the set objectives | Budget, support or arrangements required | Start and projected completion date |
| Middle Range/ Crucial |
| 1-2 Years |  |  |  |  |  |
| Middle Range/ Significant |
| 2-3 Years |  |  |  |  |  |
| Long Range/Useful |
| 3-5 Years |  |  |  |  |  |

**Professional Growth Plan EXAMPLE**

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| Employee Info |
| Name  | Julie Andrews | **Department**  | Human Resources |
| Position | HR Assistant | **Reviewer** | Anna Karenina |

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| --- | --- | --- | --- | --- | --- |
|  | **Professional Development** | **Professional Growth** | **Action Plan** | **Logistics** | **Timeline** |
|  | Discuss any required training, coursework or seminars | List employee enrichment as a result of achieving set goals | Detail the steps needed to achieve the set objectives | Budget, support or arrangements required | Start and projected completion date |
| **Middle Range / Crucial** |
| 1-2 Years | Receive training in employment law and GDPR regulationsBecome a Super User of our HR Information System | Become an Employment Law and HRIS expert, able to assist colleagues at all hierarchical levels with employment law and HR system queriesWill proactively be able to propose policy amendments ahead of new law implementation | Attend training on both areasGet clarifications from legal experts and more experienced HR professionalsUpdate HR policies to be compliant with legislationUse our HRIS daily, getting familiar with its administration, reporting and other functionalities | The cost of training is already budgeted for this year to cover both an employment law update and usage of our HRISJulie and Anna will both look for training provided on employment law that is within the budget and delivered in Quarter1(Q1) of Year 1(Yr1)Julie will have access to the Employers’ Federation employment law department for assistance with legal queries | HRIS training initial training organised in January of Year 1 and a refresher short course at the beginning of Year 2 if needed.Attend a full day’s training in Employment Law by the end of Quarter1, Year1 (Q1Yr1)Update all policies to be compliant with legislative changes by the end of Q2Yr1Ongoing use of our HRIS system |
| **Middle Range / Significant** |
| 2-3 Years | Receive training in Recruitment methodsReceive coaching on all HR areas from line managerBecome an HR Association Member | Grow knowledge and become involved in the recruitment processExpand general HR knowledge in order to be able to act as manager’s coverKeep updated on HR trends | Put the learning into practice and suggest process improvementsSet monthly meetings with line manager to receive coaching on specific development areasEnrol in the association | Julie will research training providers and suggest a good but affordable course and the organisation will budget for it Commitment from both Julie and Anna to stick to the coaching meetingsThe organisation can subsidise the membership subscription  | Recruitment methods training to be attended by the end of Yr2Start in Q1Yr3 and continue on a monthly basisEnrol from Q1Yr2 and renew annually |
| **Long Range / Useful** |
| 3-5 Years | Become an active member of the HR Association by getting involved with one of its CommitteesReceive mentoring from a more senior, external HR professional | Build her professional network, exchange HR views and ideas with other professionals and improve her skills and knowledge in the HR industry with the longterm aim of becoming well-known in the local HR community as an experienced professional | Attend HR Association events, network and enquire about its committees and how Julie can volunteer her services to become more actively involvedBuild relationships with senior HR professionals, identify a person Julie admires and trusts and ask them to become her mentor | Ongoing subscription paid for by the organisationSupport from line manager if needed to find an appropriate and willing mentor | Become an Association Committee member by Q4Yr3 / Q1Yr4Q4Yr4 / Q1Yr5 |

To find out more go to our project website

 [t4lent.eu](https://t4lent.eu/)

or our Facebook page

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