

*Insert museum logo
here*



Development plan

Employee/volunteer:

Department:

Line manager:

Role:

Date of meeting:

Period: 6 months

Use this form to guide the meeting. Use the two preparation forms **before** the meeting, to help both line manager and team member to marshal their thoughts.

The purpose of this meeting is to identify the digital skills that can help people at your museum grow in their current role and advance towards future opportunities. The main points to discuss are: current role, objectives, future aspirations, development areas and training and development. Discuss areas where your views differ and be open to each other's differing perspectives.

During and after the meeting, complete each section of the form with a summary of the conversation between you and your team member. Pass a draft version of the document to your team member to confirm your understanding is accurate and the key points have been recorded.

Once a final version of the development plan has been agreed, submit a copy to your manager/ HR department.

CURRENT ROLE

A summary of the individual's key responsibilities and strengths and details of how digital activity fits within this role.

OBJECTIVES

Select up to three objectives for the individual (in line with the strategic plan of the department or museum) and identify the digital skills that can support successful delivery.

Objective	Target date for delivery	Digital skills to support successful delivery
1.		
2.		
3.		

FUTURE ASPIRATIONS

A summary of how the individual wishes to develop their career and the obstacles they need to overcome to progress.

DEVELOPMENT AREA

A summary of how new or improved digital skills can support the individual in their current role or support them in future aspirations.

The following questions might help:

- *How could new or improved digital skills build on their strengths or help them overcome obstacles in their current role?*
- *Which areas are they motivated to learn more about? Where do they experience knowledge gaps?*

TRAINING AND DEVELOPMENT

What specific actions can be agreed to further develop digital skills over the next six to 12 months?

Identify two or three learning needs that will help the team member carry out their existing tasks, meet the strategic objectives of the team/museum and assist with future career goals. List the actions below and be as specific as possible.

Learning need <i>Identify a specific digital skill / area to be developed.</i>	Delivery and support <i>How will the learning need be met? What support will be offered?</i>	Expected outcomes <i>State the competencies developed and any expected benefits and outcomes.</i>	Target date

ADDITIONAL COMMENTS

This field can be used to enter any other relevant information.

SIGNATURES

Employee:

Date:

Line Manager:

Date:

Both employee and line manager keep a copy of this form and a version should be sent to your HR department.

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Development plan prep form: team member

Employee/volunteer:

Role:

Department:

Date of meeting:

Line manager:

Period: 6 months

Use this form to prepare for your meeting with your line manager. The purpose of this meeting is to identify digital skills that can help you to grow in your current role and advance towards future opportunities. To help you complete it, refer to the development plan, which will be used to guide the conversation.

Planning for your development involves thinking about how your strengths, skills and interests contribute towards organisational goals and priorities. Answering the questions below will help you prepare for a conversation with your line manager/supervisor about your developing your interests and preparing for future opportunities. Please feel free to ask your colleagues for advice.

Please bring this form to the meeting with your line manager.

CURRENT ROLE

What are your key responsibilities and strengths and how is digital part of your current role?

The following questions might help:

- *What does your role require and how is this in line with your department's goals or the strategic plan of the museum? How would you like to contribute? Can you prepare for any future opportunities (or risks)?*
- *How are you progressing towards achieving your objectives, and what do you feel are your strengths and weaknesses?*
- *How do you currently make use of digital technologies?
For example, do you use digital tools, do you create digital products, do you manage a digital system or project or do you lead a digital transformation? Are there any areas in which you feel you are excelling? Are you aware of best practices in your field?
Please provide specific examples.*

FUTURE ASPIRATIONS

How would you like to develop your career?

The following questions might help:

- *What do you find most rewarding about your current role?*

- *When do you feel most energised and engaged in your work?*

- *What are your development interests and career aspirations?*
(Tick **all that apply**.)
 - Exciting, challenging work*
 - Meaningful, mission-driven work*
 - Ability to create and innovate*
 - Autonomy over decisions and work*
 - Job security and stability*
 - Loyalty, commitment, helping others*
 - A great working environment and culture*
 - The opportunity to lead*
 - Collaboration and teamwork*
 - Other: _____*

- *Where do you see yourself in five years' time?*

DEVELOPMENT AREA

How would you like to develop your digital skills?

The following questions might help:

- *What do you excel at doing? How can digital skills, tools or ways of working support this activity?*

- *Where do you feel you still struggle with digital engagement?*

- *What haven't you tried before?*

TRAINING AND DEVELOPMENT

What type of development activities do you prefer?

(Tick **all that apply**.)

Action-orientated activities

- Identify opportunities to learn through job shadowing, cross-training (learning about other people's roles), teamwork, and new assignments.
- Set goals and keep a log for how I will practise a new behaviour or skill. Evaluate how successful I was and what I may need to do differently in the future.
- Give presentations about (digital) work projects to colleagues and/or at conferences.
- Propose and organise learning opportunities for my team.
- Provide training to colleagues on a digital topic or skill that I have just learned or have mastered.
- Join and be active in professional networks.
- Other: _____

People-orientated activities

- Ask someone – a manager, peer or colleague – for feedback on my progress towards my digital development areas.
- Partner with someone to build digital skills, share lessons learned, and give and receive feedback.
- Find a role model or subject matter expert and interview them. Find out how they developed their digital skills through their experiences, lessons learned, and education.
- Observe how others effectively demonstrate the digital skills I am looking to develop.
- Connect with groups or networks that support digital skill development.
- Create an 'affinity group' by bringing together a group of colleagues (within or beyond the museum) with similar digital interests to share stories and strategies.
- Create a group by inviting colleagues to come together to discuss a problem and find digital solutions.
- Other: _____

Information-orientated activities

- Attend a workshop or program (you can discuss possibilities with your training and development manager).
- Explore online learning (through for example online learning platforms like lynda.com or Udemy, which are not museum-specific but can be very useful for specific skills-based

courses).

- Explore opportunities for coaching from colleagues or external mentors.
- Attend professional development seminars, conferences and networking events related to my field.
- Apply what I've learned back to my work experience and put it into practice.
- Other: _____

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Development plan prep form: Line manager

Employee/volunteer:

Role:

Department:

Date of meeting:

Line manager:

Period: 6 months

Use this form to prepare for your meeting with your team member. The purpose of this meeting is to identify digital skills that can help them grow in their current role and advance towards future opportunities. Refer to the development plan, which will be used to guide the conversation.

Please bring this form and the development plan to the meeting with your team member.

CURRENT ROLE

If applicable, attach your team member's last annual review and job description to the prep form. What are your team member's key responsibilities, strengths and how is digital part of their current role? Provide specific examples.

The following questions might be of help:

- *Do they use digital tools, do they create digital products, do they manage a digital system or project or do they lead a digital transformation? Are they aware of best practices in their field?*

OBJECTIVES

Be prepared to discuss with your team member their objectives for the upcoming review period. Factor in the areas of strength (as listed above), the goals and priorities of your department and/or the strategic plan of the museum. How can you support your team member to meet their goals?

DEVELOPMENT AREA

Are there any areas where their digital skills need more attention or can be improved? Provide specific examples.

TRAINING & DEVELOPMENT

What type of development activities could support your team member in developing their digital skills? How are you able to support them?
(Check **all that apply**.)

Action-Oriented Activities

- Identify opportunities to learn through job shadowing, cross-training, teamwork, and new assignments
- Set goals and keep a log for how he/she will practise a new behaviour or skill. Evaluate how successful this was and what might need doing differently in the future.
- Give presentations about (digital) work projects to colleagues and/or at conferences.
- Propose and organise learning opportunities for his/her team.
- Provide training to colleagues on a digital topic or skill that he/she has just learned or has mastered.
- Join and be active in professional networks.
- Other: _____

People-Oriented Activities

- Ask someone – a manager, peer or colleague – for feedback on his/her progress towards digital development areas.
- Partner with someone to build digital skills, share lessons learned, and give and receive feedback.
- Find a role model or subject matter expert and interview them. Find out how they developed their digital skills through their experiences, lessons learned, and education.
- Observe how others effectively demonstrate the digital skills he/she is looking to develop.
- Connect with groups or networks that support digital skill development.
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Information-orientated activities

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- Explore opportunities for coaching from colleagues or external mentors.
- Attend professional development seminars, conferences and networking events related to his/her field.
- Apply what he/she has learned back to his/her work experience and put it into practice.
- Other: _____

For tips on using this template visit <https://digitalpathways.weareculture24.org.uk/developing-staff-digital-skills-approach-process/>