

Development action plan (DAP)

The period covered by your development action plan (DAP) may vary. Any period from about two months (e.g. a specific secondment) to two years is likely to be appropriate. If your employer has its own professional/career development system, then it is better to use this either in place of, or complementary to, your DAP.

DEVELOPMENT ACTION PLAN		
Name:		Date:
Section 1 Achievements since last Development Action Plan (including report on actions agreed then)	Competence Reference	
(1) Attachment arranged with motor manufacturer – one week in all departments – report produced and suggestions made for improving return procedures	B2	
(2) Has commenced a Visual Basic course at local College – duration 1 year evenings. Appropriate project to be arranged to use programming learnt	A1	
(3) Has become a valuable member of the controls team and has taken responsibility for 2 changes to the products for important customers.	B3, C2, D1	
(4) Was sent as part of company team to Spring Exhibition at Hanover – performed well in company presentations	D2	
I am confident he met the agreed actions from the last plan and in March a full PRP review for the department was carried out with Alan (see PRP file)		
Candidate:		Line Manager/HR:
Date:		Date:
Section 2 Development Actions agreed for next DAP period (Capture any individual career plans and development activities agreed with line manager or human resources department.) Specify action, competence areas targeted and timescales.	Competence Reference	
• Alan needs to start using his Visual Basic Training and discussions will be held with the head of Software products to set something up – meeting 23 April	A1, A2	
• We feel he needs more commercial awareness and a discussion has been set up with HR to arrange a suitable attachment for a period (probably of not less than 8 weeks)	C2, D3	
• To attend the H & S course on emissions – HR note	E3	
• Alan is beginning to develop a real interest in management and shows good potential – we should be looking for line management or supervisory experience within the next 18 months or so	C3, D3	
Next Review is set for 31 Sept 2003 – Alan to arrange details		
Plan Agreed		
Candidate:		Line Manager:

Points to note:

- Section 1 refers to previous DAP and goes on to list the key achievements to date giving a basis for further development.
- Section 2 will be more effective if an outcome is specified in objective terms for each development action (i.e. what to be able to do, by when, to what standard).
- Refer to other departments (e.g. Human Resources) to ensure they are fully informed and don't forget to keep any mentor/advisor aware of all outcomes.
- This example has been written by a manager, in discussion with the individual. See overleaf for an example written by the individual themselves.