

Prepare for your Development Check-in

Congratulations on taking the first step toward shaping your future!

Your development check-in is a valuable opportunity to pause, reflect, and explore what's next in your career. With a little preparation, you can turn this conversation into a powerful moment of insight, clarity, and momentum.

Here's how to get the most out of your check-in:

1 Take a Moment to Reflect

Before your conversation, give yourself space to think about your journey so far. Ask yourself:

Strengths & Successes

- What do you feel most confident doing in your role?
- What recent achievements are you proud of?
- What positive feedback have you received from others?

Growth & Development

- What aspects of your role do you find most challenging?
- What skills or knowledge would you like to develop further?
- What would help you feel more effective or fulfilled at work?

Goals & Support

- What are your career aspirations over the next 1–3 years?
- What goals would stretch and motivate you?
- What support or resources do you need to achieve these goals?

2 Explore Skills for your Next Role

Take time to understand where you are now and what you might need to grow into your next opportunity, whether that means excelling in your current role, preparing to lead or advancing further.

This process can help you:

- Identify the skills, behaviour and experiences expected for future roles
- Understand how your current role fits into the bigger picture
- Spot opportunities to stretch, grow, and prepare for what's next

Ask yourself:

What's expected of me in my current or next potential role?

Am I building the right skills and experiences to move forward?

What could I focus on now to grow with confidence?

3 Capture your reflections in a Personal Development Plan (PDP)

Now that you've reflected, bring your insights together in your Personal Development Plan (PDP). This doesn't need to be perfect, it's simply a space to shape your ideas and goals.

Use your PDP to:

- Summarise your strengths and recent wins
- Highlight areas you'd like to develop
- Note any roles, projects, or experiences you're curious about
- Outline the kind of support or opportunities that would help you grow

Grow into your full potential

This check-in is just the beginning. It's your chance to take ownership of your development, explore what's possible, and take meaningful steps toward your future.