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# Soft Skills Top Tips Development Plans

## Introduction

A good manager should encourage their team-members to think about achieving personal growth and excellence and to take ownership of their careers. To achieve this it is essential that a manager and employee can discuss the skills an individual needs to be successful in their current role and beyond.

An appraisal/performance review is often the time when an employee and manager can discuss strengths and weaknesses and what training and development needs may be applicable to help with both short and long term objectives and career aspirations.

Use these top tips to ensure you utilise the soft skills required to implement development plans for your team members effectively.

- ☐ Understand the roles of the individuals and their required contribution to the business
- ☐ Conducts a skills gap analysis for team-members, and then plan to cover the gaps
- ☐ Think about the timeframe required
- ☐ There needs to be a commitment from both the manager and the employee towards any training required
- ☐ Plans should be put in place to monitor progress regularly
- ☐ 'Investors in People' award is a good organisational framework
- ☐ Recognise and reward good progress; it doesn't always have to be financial
- ☐ If an employee is willing, look to push them out of their comfort zone
- ☐ Recognise that some people want to plod and that's okay (organisations need plodders and high flyers)
- ☐ Ensure training and development is relevant to the role; training for trainings-sake won't add value

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