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| **CIHT Member – SMART Development Action Plan: 2022 – 2023** | |
| **Full Name:** | **CIHT Membership Number:** |
| **Job Title:** | |

**CIHT SMART Development Action Plan (DAP) Template**

Your SMART DAP is your individual learning plan. It summarises the goals and objectives you have set yourself for the year ahead and lists the activities that you intend to undertake to achieve them. Your objectives are measurable with specific actions that can be taken to progress you towards your broader goals. A good DAP shouldallow you to understand where you are now, where you want to be and how you are going to get there. You should keep your DAP under review during the year and update it as your circumstances change.

**Before you create your SMART DAP**

* Complete the SWOT analysis template below
* Use your completed SWOT analysis to decideyour overarching goals
* Then plan how you will achieve your goals with S.M.A.R.T. objectives. You may want to consider linking your objectives toyour annual work appraisal, as that may cover similar areas to your DAP.

**What does SMART mean?**

* **S**pecific – Who, What, Where, When & Why? Write down the skills you need to achieve your objective successfully and competently
* **M**easured – Metrics and Milestones. Set out a measure of success that’s acceptable to you. What will demonstrate that your objectives have been achieved?
* **A**chievable – Do you currently have the skills to accomplish this objective? Prioritise areas for development and research how these are achievable through relevant CPD activity
* **R**ealistic – is the goal and objective realistic? Don’t over- or underestimate what you can do in one year.
* **T**ime-bound - Work out roughly how much time you will need to achieve your objectives and overall goal. Consider giving yourself deadlines.

1. **SWOT:** The first step is to complete the below SWOT analysis to help you identify your **S**trengths and **W**eaknesses. It can also help you identify any upcoming development **O**pportunities that you can undertake, as well as any personal or professional **T**hreats to your development

**SWOT Analysis**

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| Identify your **Strengths** | Varied experience in traffic engineering, transport planning, transport and traffic modelling and project management mean I can holistically manage projects.  I have good communication skills which I use to deliver presentations, negotiate with stakeholders and to manage projects. Backed up by my experience and determination to see things through I use my inter-personal skills to get the best out of other people. |
| Identify your **Weaknesses** | I have difficulty maintaining a work life balance due to my heavy workload.  I can spend a lot of time writing emails and reports. I need to be more concise in my writing.  Although I have some management experience, I would like to develop this further. I also have limited experience of mentoring and would like to develop my mentoring skills. |
| Are there any upcoming development **Opportunities** you can undertake | I have developed a network of contacts who I can go to for support when needed in specialist areas.  With a growing population, more demand is going to be placed on our country’s infrastructure. With additional funding being allocated by government to infrastructure projects there are opportunities for experienced project managers with a transport background to be involved in delivering these projects.  My organisation is taking on new apprentices and there is an opportunity for me to be involved in their induction and first work rotation. This is an opportunity for me to develop my people management skills.  My organisation has an internal mentoring scheme for experienced professionals to mentor other employees preparing for professional review. This is an opportunity for me to develop my mentoring skills. |
| Are there any personal or professional **Threats** to your development? | Covid caused uncertainty in most sectors, particularly regarding recruitment at junior levels. This may prevent me from having opportunities to develop my line management skills. |
| Where are your development gaps? | Developing my line management and mentoring skills  Improving the conciseness of my written reports and emails  Improving my workload management |
| Where are you going to focus your development on? | This year I am going to focus on developing my people management and mentoring skills |

1. **Identify Goals and Objectives**

The second step is to identify your overarching goal. State your primary goal in the template below, in just one or two sentences. This ensures that the goal is clearly defined. Goals are supported by S.M.A.R.T. objectives that help you identify the actions, resources and time required to meet your goals. Undertaking this process for each of your goals will help you create a more detailed action plan. You may add as many objectives as you wish for each goal. Some goals may have longer timescales than others.

**Goals**

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| **Goal 1:** I will develop my people management skills to help support early career apprentices to increase their own skills | | | | |
| What do I need to develop to achieve this goal? | What **specific** action will you take to achieve this goal? | What resources or support will I need? **(Achievable, realistic)** | How will I know that I have achieved it? **(Measurable**) | When will I achieve this by? **(Time-bound)** |
| Develop my understanding of the apprenticeship requirements so I can support the apprentices | Read the apprenticeship documentation to understand what the apprentices are required to do.  Attend college webinar about the expectations of employers | HR have provided me with documentation about the apprenticeship.  I am booked to attend the webinar in January | I understand what is expected of the apprentices and am able to use this to support them. | September  January |
| Build up my experience in line management | I have agreed with my manager that I will organise the induction for the new apprentices and supervise their work for the first rotation. | My line manager is supporting me to take on this role and we will discuss progress at 1-2-1s. | The induction is completed successfully, and the apprentices are supported. I receive positive feedback from my manager and the apprentices. | September |
| Improve my knowledge of people management | To support my new responsibility of organising the induction for the new apprentices, I will undertake an online people management module on my organisations online learning platform | I have access to the online course and my manager has allowed me time to complete it. | I successfully complete the module and am able to apply the learning at work | February |

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| **Goal 2:** Develop my mentoring skills to support colleagues to progress to Professional Review | | | | |
| What do I need to develop to achieve this goal? | What **specific** action will you take to achieve this goal? Do I foresee any risks to my goals? | What resources or support will I need? (**Achievable, realistic).** Do I have the skills and opportunities to accomplish this? | How will I know that I have achieved it? **Measurable)** | When will I achieve this by? (**Time-bound)** |
| Develop my knowledge of mentoring skills | I will undertake an online module on mentoring skill on my organisations online learning platform | I have access to the online course and my manager has allowed me time to complete it | I successfully complete the module and am able to apply the learning to support my colleagues | March |
| Refresh my knowledge of the Professional review requirements | I will review CIHT and Engineering Council guidance on what is expected for Professional Review | I have access to the guidance online and can complete this in my own time | I have updated my knowledge of the professional review requirements and can use this to advise others | March |
| Develop my mentoring skills | I will mentor a colleague from another team who is hoping to apply for IEng this year. | My line manager has agreed that I can mentor this colleague and we will either meet on Teams or have access to meeting rooms in the office | I will regularly meet with my mentee and support them as they prepare for Professional Review | Ongoing until they are successful |

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| **Goal 3: Set an overarching goal** | | | | |
| What do I need to develop to achieve this goal? | What **specific** action will you take to achieve this goal? Do I foresee any risks to my goals? | What resources or support will I need? (**Achievable, realistic).** Do I have the skills and opportunities to accomplish this? | How will I know that I have achieved it? **Measurable)** | When will I achieve this by? (**Time-bound)** |
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| **Goal 4: Set an overarching goal** | | | | |
| What do I need to develop to achieve this goal? | What **specific** action will you take to achieve this goal? Do I foresee any risks to my goals? | What resources or support will I need? (**Achievable, realistic).** Do I have the skills and opportunities to accomplish this? | How will I know that I have achieved it? **Measurable)** | When will I achieve this by? (**Time-bound)** |
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**Note:** Please continue the sheet for as many goals as you want but keep it realistic!

That’s it! You now have your DAP for the coming year. Don’t forget that it is a live document and keep it under review as your professional year develops.