

DATED

May 2016

TUTAKI YOUTH INCORPORATED

**INDIVIDUAL DEVELOPMENT
PROGRAMME POLICY**

Tūtaki Youth Inc. Trust

POLICY: INDIVIDUAL DEVELOPMENT PROGRAMME

Date First Issued:	January 2014
Review Dates:	June 2015, May 2016
Next Review Date:	May 2018
Responsibility:	General Manager and Tūtaki Youth Inc. Board
Authorised By:	Tūtaki Youth Inc. Board
Version:	3
Pages:	7

1. Policy Purpose

The purpose of this policy is to ensure that the staff of Tūtaki Youth Inc. contribute effectively and efficiently to the successful operation of the organisation. Staff are supported to develop skills and knowledge, and participate in their professional development.

2. Policy Definitions

2.1. **Employee** - An individual employed by Tūtaki Youth Inc. as defined in the Recruitment and Appointment Policy.

2.2. **Manager** - An individual tasked with line management responsibilities of Tūtaki Youth Inc. Employee(s). A Tūtaki Youth Inc. structure identifies the General Manager as the “Manager” of all Employees. In the case where the General Manager is the “Employee”, the Chairman of Tūtaki Youth Inc. Board is identified as the “Manager”.

2.3. **Individual Development Programme** - An Individual Development Programme is developed specifically for each employee, which is future oriented with a focus on setting objectives and improving performance and containing a training and development plan to support performance and professional growth.

3. Policy Statements

- 3.1 Employees will contribute positively and effectively to the successful operation of Tūtaki Youth Inc.
- 3.2 Employees will understand exactly what their job requires and what is expected of them.
- 3.3 Employees will have the opportunity to review, reflect and assess their performance, enabling them to identify areas for development and training.

- 3.4 Employees will be provided with support and assistance to access opportunities for professional development; developing skills and knowledge base.
- 3.5 Employees and their Manager will jointly seek out opportunities for professional development.
- 3.6 The Individual Development Programme shall commence from July through to June of every year following the adoption of Tūtaki Youth Inc.'s Annual Plan. A six monthly review shall be carried out in December of each year (see also Appendix A)
- 3.7 An Individual Development Programme for new Employees will commence no later than 90 days from the Employee's start date. At this time the first Assessment Meeting will take place where the Manager and Employee will:
- 3.7.1 Establish key responsibilities to be revisited 6 monthly and yearly
 - 3.7.2 Undertake an Assessment of Performance for the 90 period being reviewed
 - 3.7.3 Create a Professional Development Plan to assist the Employee to achieve key responsibilities and personal career objectives
- 3.11 All professional development activities must align with Tūtaki Youth Inc.'s strategic objectives and priorities.

4. Policy Practice – Assessment Meeting

4.1. Timing

- 4.1.1. A suitable date and time for the Assessment Meeting shall be agreed to by the Manager and the Employee.
- 4.1.2. At least ten working days prior to the Assessment Meeting, the Manager will provide the Employee with the required documents from the Individual Development Programme Pack (Appendix B).

4.2. Before the Assessment Meeting

- 4.2.1. The Manager will provide the Employee with a new Individual Development Programme form for the coming year.
- 4.2.2. The Individual Development Programme process and forms are completed in the following order.
- 4.2.3. The Employee completes the following parts:

Page 1: Personal Details (name, position, department) *Completes personal details*

Page 2: Part A Individual Checklist *Completes personal statement and personal aspirations, and training and development sections*

4.3. During the Assessment Meeting:

4.3.1. There shall be no interruptions during the Assessment Meeting and only the Manager and the Employee shall be present.

4.3.2. During the Assessment Meeting the Manager leads a discussion designed to achieve an agreed completion of Parts B, C, D, E and F of the Individual Development Programme. If both parties agree with the conclusions reached during the Assessment Meeting, the Individual Development Programme form shall then be signed by the Manager and Employee.

Page 3-4: Part B Performance Plan *(six monthly and yearly assessment meetings only)*

Review yearly programme (column 4) against key responsibilities already listed on Performance Plan (columns 1 & 2), together with re-visiting the appropriate review column already completed at previous Assessment Meetings.

Page 5-6: Part C Assessment of Performance *(for the period being reviewed i.e. 90 days, 6months, year)*

Complete detailed assessment for the period just completed, identifying strengths/weaknesses and characteristics/qualities.

Page 9: Part D Professional Development Plan

Agree on appropriate action to assist Employee to achieve key responsibilities and personal career objectives.

Page 10: Part E Comments on Performance

Both the Employee and Manager to make comments on performance.

Page 3: Part B Performance Plan *(new Individual Development Programme form)*

Set key responsibilities for the next twelve months and record those objectives on the new Individual Development Programme form for the coming year (columns 1 & 2). These will include key responsibilities listed on Job Description and also those identified from the Annual Plan.

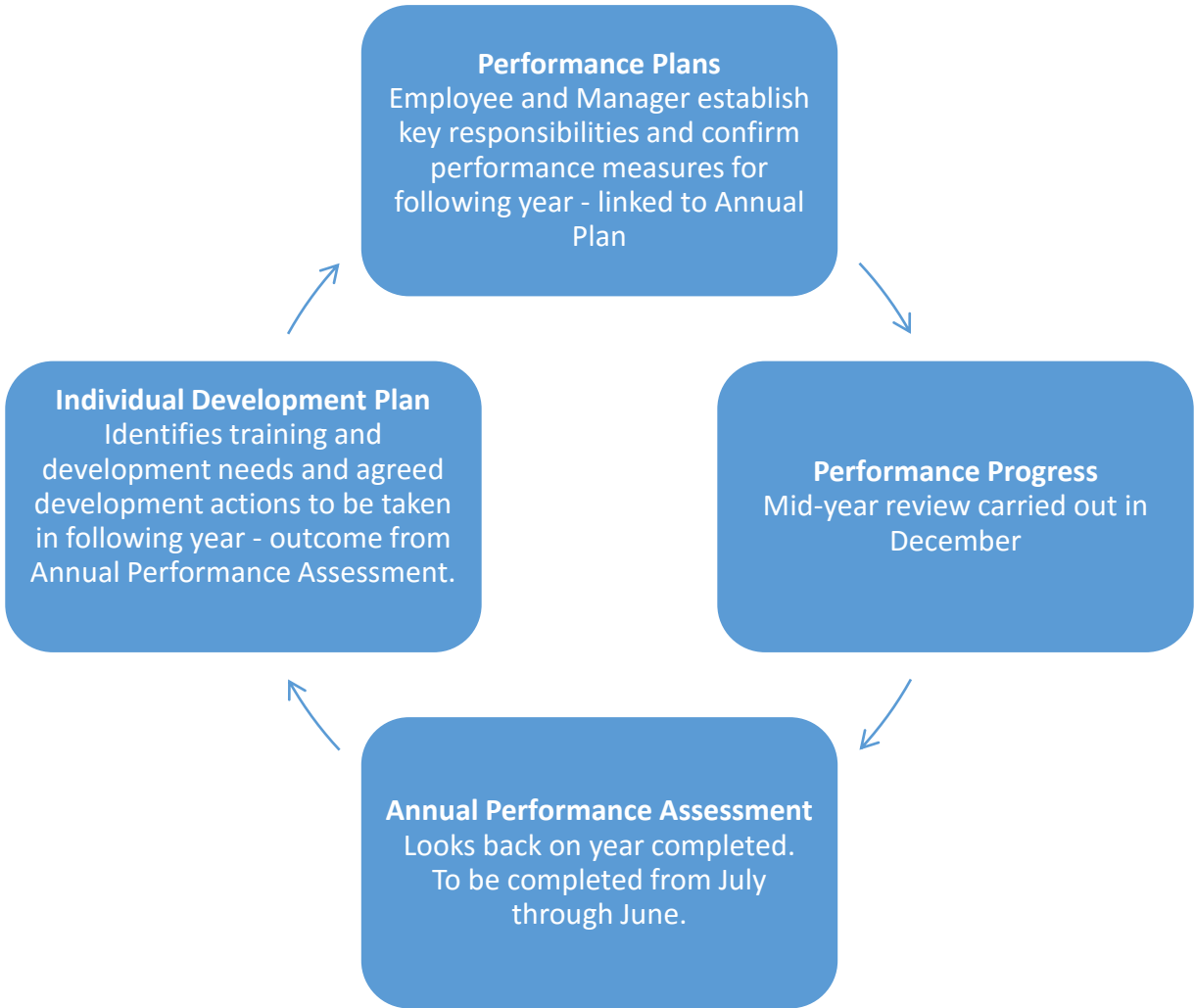
Page 10: Part F Review Job Description

After setting key responsibilities for the next twelve months there may be a need to amend the Employee's Job Description. Both the Employee and Manager must agree to any changes made.

4.4. After the Assessment Meeting

- 4.4.1. The Individual Development Programme form shall then be filed in the Employee's personal file. A signed copy will be provided to the Employee on request.
- 4.4.2. If the Employee does not agree with any of the conclusions reached during the assessment meeting, the Employee may request a meeting with the Chairman of Tūtaki Youth Inc.
- 4.4.3. The meeting shall take place not more than two weeks following the initial Assessment Meeting.
- 4.4.4. The Employee may request a support person to be present at the meeting.
- 4.4.5. After resolution of any problems, the Individual Development Programme form shall then be signed by the Employee and the Chairman.
- 4.4.6. After circulation to the Manager, the form shall then be filed in the Employee's personal file and a signed copy handed to the Employee.
- 4.4.7. All procedures outlined above shall apply to the Manager and the Manager may request a meeting with the Board.

Appendix A – Performance and Development Review Cycle



Appendix B - Individual Development Programme Contents:

- Individual Checklist
- Performance Plan – Key responsibilities and performance measures
- Assessment of Performance criteria (i.e. person specifications and / or individual criteria)
- Definitions of performance criteria
- Definitions of grading
- Individual Development Plan
- Comments on Performance
- Review Job Description
- Sign off