**Employees Guide to Career and Succession Planning Discussions into Annual Personal Development Planning Discussions**

**Introduction – Please remember:**

* It is entirely normal for you to feel no desire or not equipped for promotion as it is for you to want to progress your career in a particular direction.
* There will be many personal reasons that may determine your view one way or the other.
* A significant proportion of our workforce is made up of those who perform their jobs extremely well and their career learning and growth continues without necessarily having an eye on promotion.
* The Career and Succession Planning Framework accommodates all these positions but requires good quality one to one conversations in order for both manager and direct report to explore and establish future direction in a mutual and constructive way.
* You should expect that this conversation takes place as part of your PDP meeting.

**Annual Personal Development Planning and Career & Succession Planning**

All members of staff are required to demonstrate that they are sustaining the knowledge and skills required for their current post. It is recognized that processes, technology, equipment etc. change over time, and staff are supported to continue to develop the knowledge and skills needed to perform their job well.

The application of career and succession planning in this process means the future direction of a person’s development as well as their current needs are explored. This means clarifying the employees own career aspirations and considering the needs of the organisation moving forward. This will ensure we are developing the skills we need internally, particularly for more senior roles when they become vacant.

Please take a look at the [Knowledge & Skills Framework Guidance on HRConnect](http://www.nhsggc.org.uk/working-with-us/hr-connect/learning-education-and-training/personal-development-planning-and-review-pdpr/knowledge-and-skills-framework-ksf/#KSFPDP). In particular the [PDPR Reviewee Video](https://vimeo.com/182668636?lite=1). This video provides guidance on preparing for your PDP meeting for best outcomes and agreement about development needs for the year ahead.

**Applying Career & Succession Planning to the Development Planning Discussion**

To help you prepare for the ‘Looking Forward’ part of the meeting the following questions may be asked by your reviewer to help you think through your own aspirations and development, and to help them determine the succession planning needs in the department you work in.

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| What parts of your current role do you find most interesting or in which your strengths are best suited? |
| Where would you like to further develop your skills or learn new skills? |
| Do you feel that at some point, now or future you will outgrow your current role? |
| If not, what will you do to ensure you keep engaged, satisfied and performing well in your current role? |
| If yes, in what direction do you think you would like plan your career? Do you have any specific role in mind? Have you considered….? |
| What are you doing or have you done to find out the key skills, knowledge or experience required in that role and how you currently match up to these? (Technical/professional, Leadership, People Management, QI) |
| Have you had a look at the Career & Development Planning pages on HR Connect? |
| What do you need to have in your development plan to begin to bridge the skills gap? How can I help with this? Shall we meet more regularly to review? |
| With your commitment to a focused development plan within what approximate timescale would you see yourself being ready to be considered in any future recruitment process for that role? |