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By signing below, I confirm that the work/evidence presented is my own, unaided work. I understand the regulations pertaining to candidate malpractice and the action that may be taken as a result.

Signed: Jessica Rees-Evans

Wordcount: 503

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Qualification: CIPD Diploma in Applied Human Resources

Module Name: Developing professional practice – Activity 6

Development Plan

Name	Jessica Rees Evans	Membership Number	57493057
Covering period from:	Jan 2021	To:	Ongoing

What do I need or want to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion	Evidence of achievement and reflection

Leading HR Be able to provide advice using sound knowledge of HR policy and practice	Undertake Level 5 CIPD Diploma in applied Human Resources.	Up to 10 hours per week study time at home 1 x weds am per month on campus for lecture	Completing each assignment successfully over the 2 year study and passing the course	Review after each assignment to ensure it has been completed successfully. Completion date July 2022	Passed 14 assignments so far with no refers. I only 2 assignments remaining. Have learned so much from the course and enjoyed being in education again, meeting new people and collaborating. It has been a hard journey learning how to Harvard reference and underpin the assignments, but it has developed my skills in writing greatly.
Leading HR - Methods for collecting different types of data	Read parts 3&4 on types and sources of data from Chapter 5 of Taylor and Woodhams Studying Human Resources	Taylor and Woodham, Studying Human Resources, allocate time	Read and understand the parts of this chapter	Feb 2021	I researched and learned methods for collecting different types of data and wrote a research report assignment which included information on many methods of collecting several types of data. I am now using various methods of data collection to monitor and improve HR functions within my organisation.
Leading HR - Methods for analysing financial and non-financial data	Undertake some online research using the CIPD latest surveys to identify trends in HR thinking and practice	CIPD Surveys	Completing the research and picking some of these ideas to make notes on how I feel my organisation might benefit from these	Ongoing	Read the CIPD Labour market outlook report and the Good work index. Made recommendations and led a coaching and mentoring project on return to work from maternity leave. Continue to read surveys and reports and provide management with insights.

			insights, to discuss when I return to work from Maternity leave in June, and continually after this to ensure we keep up to date with trends.		
Employee Relations - Expand knowledge on how to improve employee relations	Listen to Vibecatch podcast on Employee Engagement	Podcast, allocate time	Listening to the podcast and making notes on key takeaways to use on my return to work	March 2021	Listened to the podcast and made notes on creating conditions where employees can thrive and build on their levels of engagement. Interesting how important employee engagement is in encouraging employees to go the extra mile.
Employee Relations - Expand knowledge on Current employment law to assist with discipline and grievances at work	Read CIPD FACTSHEET: Discipline and grievances at work	CIPD Factsheet, allocate time	Read the fact sheet and feel confident in returning to work after maternity leave ready to deal with discipline and grievances.	June 2021	Read the factsheet and completed and passed assignment on employment law, went back to work from maternity leave feeling I was up to date and confident to deal with the disciplinaries and grievances that arose.
Driven to deliver -	Speak to my manager to find	Meeting	Understanding the metrics	July 2021	Held a meeting with my manager to discuss this on return from maternity leave in July 2021, who was going to set out

Measure the impact of my work through specific HR or business measures so I can demonstrate what impact you've had in the organisation	out what metrics are used to evaluate my performance, and then measure the impact of my work against these.		and measure my impact to demonstrate my value to the organisation		metrics to measure my impact but have not received these as yet. Have reminded and will bring these up again in my annual review April 2022.
Courage to challenge How to stand by opinions and proposals in the face of difficult questions, providing supporting evidence as needed,	Reflect on the success of ideas and recommendations I have put forward. Discuss with my manager the reasons your challenge was unsuccessful / successful, what information you used and what you could change for future occasions.	Reflect / Meeting	To discuss an opinion of mine with a key stakeholder and be able to produce evidence on this opinion if questioned.	July 2021	I led a project to create a new employee handbook as I did not believe our current one was fit for purpose. To bring this process I held meetings with key stakeholders to propose the change and provided supporting evidence and was able to answer difficult questions. Once the change had been carried out I encouraged and received positive feedback on the way the change was carried out, and discussed and noted what I could change in future.

Gain more knowledge and experience of Human resource management	Speak with my organisation in order to discuss options of Completing the Level 7 CIPD	To dedicate the time to completing the course and having self motivation	Completion of the level 7 qualification	December 2023	Not yet achieved, have sent an email to our organisations training department who have confirmed a level 7 qualification will be run but they are finalising timelines currently and will confirm and add me on once this is complete.
Resourcing and talent planning I need to gain more knowledge and understanding in this field to be able to apply it within my current role	Complete 2 x modules on this as part of my CIPD level 5 qualification	Time Information from my lecturer. Books and articles	Passing of the 2 assignments and a feeling of understanding on the subject.	June 2022	
Culture and Behaviour Gain more understanding of organisational culture and behaviour	Carry out online research into positive work culture. Look at what themes are emerging from my research	Articles, podcasts, books and articles	Gaining knowledge on this subject to enable positive changes in these areas within my own organisation	Sept 2022	

Reflective Summary of Performance Against Plan

I started this plan whilst on Maternity leave when I decided to undertake the CIPD Level 5 HRM qualification, I have learned a great deal from this qualification and have successfully passed 14 assignments with no refers to date. I have achieved everything I set out to do In my original plan, occasionally having to adjust dates to fit in with work and personal life changes. Barriers I felt initially were my lack of knowledge on academic writing and referencing but found over the timeframe of the course this increased and when returning to work after maternity leave 9 months into the course it was time management that was my biggest challenge, managing a full-time job with a baby and a 4-year-old meant I had to be self-disciplined and self-motivated in order to dedicate time to learn and write and submit assignments on time. The course has given me a depth of knowledge on a wide range of subjects relevant to my HR role and instilled in me the importance of evidence-based practice, achieved through critical thinking and drawing on the best available evidence to make effective decisions. (CIPD, 2021) The knowledge I have gained has also given me the confidence in my role to make positive changes for the future and to challenge policies and procedures that we have continued to follow as they have always been done that way, I feel my team and organisation are now more forward thinking and understanding of the need to continually develop our people management aspect of the organisation. Changes I have made include a new employee handbook, implementation of a coaching and mentoring program and creating a plan to allow employees to have a voice within the organisation. I find reflecting on the plan useful and empowering, "It can help you to make sense of your day, to come to decisions, to set a course of action, to step away from your habitual way of doing and thinking to discover new freedoms and opportunities." (HR Zone,2018) To reflect I decided to use the Gibbs reflective cycle (1988) as the framework, I found this helped me reflect on the downfalls and the successes by breaking it down into the 5 steps, it also allowed me to understand why the outcome had been what it was and evaluate what I would change in future. It allowed me to think about ways I learn best, and I find a mixture of educational courses, reading articles and listening to podcasts, along with coaching and mentoring work well for me. I am keen to move forward with starting my level 7 qualification and have reached out to the training department within my organisation who have advised I can be part of the next cohort, I look forward to this challenge and in the meantime plan to ensure I continue to expand my knowledge and pass the final two assignments on the level 5 qualification, I plan to continue to build networks and relationships with other HR professionals to encourage collaboration and learning from best practise.

References

HR Zone (2020) *Time to reflect: Why does it matter in the workplace*. www.hrzone.com accessed via:
<https://www.hrzone.com/perform/people/time-to-reflect-why-does-it-matter-in-the-workplace>

Gibbs reflective cycle (1988)

CIPD (2021) *Evidence-based practice for effective decision-making*. Chartered Institute of Professional Development: London