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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**

This SMART DAP reflects your individual learning plan and helps you identify the objectives and activities that you intend to undertake to reach your own personal and professional goals. 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.

**Before you create your SMART DAP**

* Complete the SWOT analysis template below
* Identify your overarching goals, and then plan how you will meet them with S.M.A.R.T. objectives. You may want to consider linking objectives through your 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 do your role or task successfully and competently
* **M**easured – Metrics and Milestones. Set out a measure of success that’s acceptable to you. What will demonstrate 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.

By using the SMARTER method, you can create a bespoke PDAP that will highlight CPD activities that will be most beneficial to you and allow you to plan when you want to undertake them over the next 12 months. It is also recommended that (where possible) your CPD activities align to your work activities and annual appraisal. This will help you identify what areas of CPD you need to focus on and move your career forward faster.

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** | **Experience:** I have excellent all-round knowledge, experience and expertise in the fields of traffic engineering; transport planning; transport and traffic modeling; highway operations and engineering; project management; business systems; development planning and development control.**Inter-personal Skills:** I can draw on my communication and inter-personal skills, backed up by my experience and determination to see things through. I am calm under pressure, and consistently get the best out of other people.**Commitment:** Others see my strengths in my all-round skill base and experience of the UK transport planning market, particularly in consultancies. My commitment to the profession means I am acknowledged as producing good work. My respect for others and my interest in people means I am an excellent leader and mentor. |
| Identify your **Weaknesses** | **Work Life Balance:** I have difficulty maintaining a work life balance due to my immense workload. **Diary Management:** Maintaining sufficient diary space for high quality personal professional development is something I would like to work on.  |
| Are there any upcoming development **Opportunities** you can undertake | **Networking:** My role offers me plenty of opportunities through my network of contacts**Population Increase:** With a growing population, more demand is going to be placed on our country’s infrastructure. Quite simply put, we will need more houses, roads, hospitals, and schools. **Annual Appraisals:** I have found that through my annual career appraisals I naturally derive opportunities that I can build upon. |
| Are there any personal or professional **Threats** to your development? | **Brexit:** Brexit caused uncertainty in some sectors, particularly regarding recruitment at junior levels. This is due to a shortage of candidates. My management abilities may be de-skilled.  |
| Where are your development gaps? | **Mentoring and People Management:** Mentoring of junior engineers, technicians, and Transport planners to work towards achieving their professional qualifications |
| Where are you going to focus your development on?  | **Mentoring and people management:** If I am unable to find someone to recruit, I will actively look for someone to Mentor. |

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.

**Goals**

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| **Goal 1: (Overarching goal)** | Inspire young people to join the industry and increase the skills of Apprentices/Technicians  |
| **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)** |
| Offer work placement experience and summer internships. | Employ apprentices from local area where possible. | Continue work with Leeds College of building and Leeds Beckett University. | Onboarding interns into work experience positions in the company. | March 2023. |
| Recruit the right staff at the right level at the right time.  | Work with local institutions to increase the skills of Apprentices/Technicians. | Be proactive in attending events, courses, and seminars. | Demonstration of ongoing annual involvement recorded through CPD records. | Ongoing and continuous programme of engagement and involvement, as agreed with Employers and universities. |
| Consistent, professional approach to working with a range of colleagues as well as internal and external stakeholders. | Undertake active listening to enable me to fully consider others’ views and perceptions, for a greater understanding and contribution to industry forums. | Flexibility from employer to fulfil and attend cross industry forums and meetings and enable me to fit in these events. | Positive feedback from colleagues, external stakeholders and those undertaking work experience | March 2023. |

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| **Goal 2: (Overarching goal)** | Encourage and mentor other engineers to progress towards professional review or other professional qualifications such as Transport Planning Practitioner (TPP) or EngTech. |
| **What do I need to develop in order 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)** |
| Mentoring of junior engineers, technicians, and Transport planners to work towards achieving their professional qualifications. | Mentor employees where possible, be involved in Emerging Leaders programme. Attend various forums and seminars from across industry to understand best practice and opportunities for continuous improvement.  | Good feedback from colleagues as a listener and coach/mentor. | Present the results and story of my journey. | I will be the mentor to someone by August 2022. |
| Share knowledge and experience to help develop others in their careers and education. Raise the profile of civil engineering and the projects and contracts personally involved in. | Ensure technical and management skills are up to date and used regularly. | Flexibility from employer to fulfil role and attend cross industry forums, internal development days and meetings. Commitment from individuals to fulfil their potential. (3 active mentees throughout the period). | Nominated mentees achieve their targets, objectives and outcomes. Mentees make progress to their potential. | Ongoing and continuous |
| Regular communication with team to involve them with the successful operation of the business. | Assist others in their route to professional qualification | Personal commitment to go ‘beyond the day job’. | Successful mentoring of individuals to achieve professional status/qualification. | August 2022. |

**Note:** Please continue the sheet for as many goals as you want but keep it realistic!