UNIVERSITY OF SUSSEX

Sample University of Sussex Graduate Personal Development Plan

Position:	
Date:	
Line Manager:	

University wide training for new staff	Priority	Activity	Outcome	Who will organise	Target date for completion
Mandatory compliance training	High, Medium, Low	eLearning: ▪ Diversity in the Workplace ▪ Unconscious Bias ▪ GDPR			Within the first month
Induction		Attend Welcome Session			Book first available session through Sussex Direct
Finance Training					
IT		Training course & job shadowing	Confident with Microsoft packages & university databases to support office systems & activity		

Competency / Skills Development	Priority	Activity	Outcome	Who will organise	Target date for completion
List skill / competency area		For example: Job shadowing / self-directed learning / webinars / conferences / reading / training courses etc.			
For e.g. Customer service		Shadowing existing staff	Efficiency with dealing with student, staff and visitor queries in a professional manner		

Career / Personal Skills Development	Priority	Activity	Outcome	Who will organise	Target date for completion
Career and Personal Development Support		▪ Support to find a mentor through the OD University mentoring scheme ▪ Arrange a one-hour career development discussion (email e.huns@sussex.ac.uk) towards the start of contract to plan how to use time as GA to explore next career steps and develop skills		Graduate Associate	
Making next step job applications		• Arrange a second one-hour career development discussion towards		Graduate Associate	

		the end of contract via e.huns@sussex.ac.uk • Use CV and interview skills support provided to students and graduates by the Careers and Entrepreneurship team (details on Student Hub)			

Line Manager's Agreement Signature

Signed by line manager:	Date:	The Line Manager is signing to confirm that they will ensure that the Graduate Associate will be supported in their personal and professional development throughout the duration of the contract of employment.