

ILPO55 REFERENCE FRAMEWORK - EMPLOYABILITY PORTFOLIO

TOOL 5 – PROFESSIONAL DEVELOPMENT PLAN

Introduction

The Professional Development Plan is the fifth tool within the ILPO55 Employability Portfolio and marks the last step in which the over 55 Individual has the opportunity to reflect on the future of his/her career progression. Any decisions taken at this stage will be the definite decisions for the future of the O55 individual and therefore all that would be left for him/her is to execute the plan and meet the pre-set goals, should the individual decide to go through with them (and the ILPO55 Employability Portfolio Process).

The Professional Development Plan is comprised of six sections as follows:

- SECTION A: PERSONAL DETAILS
- SECTION B: PERSONAL ASPIRATIONS
- SECTION C: EXPLORING DIFFERENT POSSIBILITIES
- SECTION D: DECIDING
- SECTION E: MAKE IT HAPPEN – THE WAY FORWARD
- SECTION F: ASSESSING THE ACTION PLAN

In each section, the over 55 individual is required to evaluate his/her current situation (professional) and think of his/her future and the possible path s/he may trace for his/her career. All sections build on one another so as to help the individual follow a logical thinking process. Moreover, the sections within the ILPO55 Career Development plan are designed in such a manner so as to:

1. identify the over 55 individual's career goals
2. break down the process which the O55 needs to follow in order to achieve such goals
3. identify any missing skills which s/he has in view of his/her desired goals
4. identify how the individual can achieve these goals and record their achievement
5. reflect on the process and its results.

Apart from self-evaluation, some sections also require the individual to seek guidance from peers regarding his/her possible options for his/her career progression. In doing so, the Individual would be learning more about his/her possible options and also identify information about him/her which could possibly be unknown to him/her. This is directly related to ILPO55 Reference Framework aims at a holistic development of O55 individuals within the FSS.

Recommendations for Use

From feedback gathered, the ILPO55 Consortium recommends that the Professional Development Plan is filled with the assistance of a mentor, in order to enable the applicant to clarify any queries and/or difficulties encountered throughout the process.

The choices to be made as part of this Professional Development Plan depend on a number of factors which are both internal (i.e. which depend mainly on the individual and his/her skills, competences and

plans for the future) and external (i.e. which cannot be controlled by the individual) to the individual. In fact, for the construction of the Professional Development plan, the ILPO55 Consortium recommends that apart from reflecting on him/herself (as seen in the first four tools of the Employability Portfolio and the emphasis placed on Self Evaluation), the O55 individual also analyses other factors which are external to him/her such as:

(i) External Factors - Within the current organization:

- The prevailing corporate culture within the financial organisation in particular in relation to its elder employees.
- The availability or otherwise of early retirement schemes.
- The availability or otherwise of reduced working hours; flexi-time and job sharing schemes.
- The availability of job opportunities and new roles within the organization.
- The prevailing HR policies within own current job.

(ii) External Factors - External to the current work organization:

- The general state of the banking and financial services sector.
- The disposition of financial services firms to outsource work and award consultancy positions.
- The support available from the state and other related entities for new start-ups and small and medium sized enterprises.
- The ease with which new business start-ups could be set up and the extent to which authorities support new business initiatives and innovation.
- The current and envisaged state of the economy including the job market.

Such evaluation of external sources should be conducted prior to the final decision of the individual so as to prevent any unnecessary disappointments. There are various options which the Individual could take for his/her future. Some of these will see the individual opting for a job which s/he likes doing but which is different from his/her current tasks, and therefore requiring him/her to obtain new skills, or else choosing something s/he is good at and reinforcing his/her skills to be able to execute the work accordingly. Decisions at this stage will also present changes in income and therefore this is another factor which the individual needs to take into consideration prior to making the final decision.

When used as part of the ILPO55 employability portfolio process, the Professional Development Portfolio should be completed after the Interview. At this stage of the process the over 55 individual would have already had multiple occasions for introspection as well as formal discussions with dedicated experts such as the mentor and the interviewer. This means that s/he would have already built a certain dose of self-awareness and developed his/her ideas for the future of his profession. Nonetheless the assistance of the Mentor in the building of the Professional Development plan is crucial. Regardless of any activities held prior to the Professional Development Plan, the Over 55 individual still needs to have a point of reference with whom to discuss the various options at hand and the possible doubts and concerns which can result from planning the future of his/her career.

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PROFESSIONAL DEVELOPMENT PLAN
SECTION A: PERSONAL DETAILS

Name and Surname		Date of Birth	
I.D./ Passport Number		Currently in Employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Organisation currently employed in			
Current Role in Organisation		Date Compiled	

SECTION B: PERSONAL ASPIRATIONS

B.1. The first step in planning one's own career is evaluating and understanding his/her aspirations; strengths; interests; drivers and other influences.

B.2 For an objective assessment, one should seek guidance from others as well. A discussion regarding the individual's career aspirations, strengths and development needs during a performance review is regarded as a minimum.

Informal discussions throughout the year with various people are encouraged.

One should also make a list of the people he/she discussed his/her career goals with

<input type="checkbox"/> Manager	<input type="checkbox"/> Educator	<input type="checkbox"/> Peer	<input type="checkbox"/> Other (please state): _____ _____
<input type="checkbox"/> Professional Leader	<input type="checkbox"/> Mentor	<input type="checkbox"/> Career Development Professional	

B.3 Throughout one's own self-assessment, the individual might have identified particular skills or areas of knowledge he/she wishes to further develop. What are these development opportunities?

SECTION C: EXPLORING DIFFERENT POSSIBILITIES

C.1. One should research the different possibilities of development and career pathways that are open and attractive to him/her. Consider the self-assessment outcomes.

Possibility 1:

What are the pre Requisites to achieve this Option?	

Possibility 2:

What are the pre Requisites to achieve this Option?	

Possibility 3:

What are the pre Requisites to achieve this Option?	

SECTION D: DECIDING

D.1. Consider the suitability and appropriateness of each option and decide (which one is the best match to your aspirations and workforce’s needs. Before making the decision, consider also:

- What are the perceived barriers/obstacles and how can they be overcome?
- Are there any outside of work commitments?
- What is the level of involvement required
- Which of these options responds best to the current employer or workforce needs?

D.2. Based on the choices one has made, and the opportunities for development s/he has identified, one should write down his/her own goals.

Goal 1:

What is required to achieve this Goal?

Goal 2:

What is required to achieve this Goal?

Goal 3:

What is required to achieve this Goal?

SECTION E: MAKE IT HAPPEN – THE WAY FORWARD

Agreed course of Action plan for the implementation of the Career Development Plan and the meeting of the Pre-Set goals.

Start date	Completion date	Skill, experience, knowledge to be gained	How will this be gained? (E.g. on the job experience, formal/informal/non-formal seminars/courses, coaching/mentoring etc.)	Provider (E.g. workplace educators, university, coach/mentor etc.)

SECTION F: ASSESSING THE ACTION PLAN

Specify how to assess the extent to which the agreed course of action has achieved the stated goals.