

Your 5 step plan to reaching your development goals

We want everyone to have the opportunity to be brilliant at delivering **Unforgettable Holiday Happiness**. If you're not sure where to start when it comes to your development, then building an **Individual Development Plan (IDP)** will help you pinpoint where to focus and how to get there.

We recommend that you use this guide together with **My Best Me**, which you can find on The Cove. My Best Me makes planning and developing yourself easier than ever.

How to use this guide

Step one: Take the My Best Me quiz

Log onto *The Cove*, go to *Library > My Best Me* and take the quiz to help you identify some immediate areas of focus.

Step two: Work out the 'what'

Use the results of the quiz and the questions in this guide to help you shape your thoughts on those focus areas.

Step three: Work out the 'how'

Use *try it/discuss it/learn it* to think through some practical ways you can reach your goals.

Step four: Build your plan

Use the questions in step four to think through your plan. Then, involve your manager by making dedicated time in your 1:1s to talk about your development and career aspirations. Your manager should already be talking to you about your skills, strengths and development areas. Be honest with them and don't be afraid to ask for help.

Step five: Input your goals into the MyHR Portal

Use the questions in step four to help you to frame your thinking.

Step one and two: Work out the 'what'

Take the My Best Me quiz and follow the instructions. From your answers...

- What are your three development areas?
- What are your three strengths?
- Were there any surprises?

Now ask yourself these questions

Your current role

What are you the 'go to' person in your team for?

Are there any areas where you could increase your knowledge, skill or experience, to excel in your current role?

Who could you ask to provide feedback, to help you identify any areas of focus?

Top tip: Review your job description to help you understand if there are any gaps

Your career aspirations

What do you want to achieve in your career?

How do you want your life to look outside of work? How do your career aspirations fit?

What do you enjoy the most in your role now? What don't you enjoy?

What skills or expertise is your team or department lacking?

Carnival UK Culture Essentials

How do you currently demonstrate our [CUK Culture Essentials](#)?

Which ones would you like to develop further?

What do you need to help you to this?

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Step three: Work out the 'how'

Try it, Discuss it, Learn it

Learning can take place anytime, anywhere and under anyone's guidance.

The best way to develop is unique to you but we often need a mix of different methods. We recommend you use a mix of:

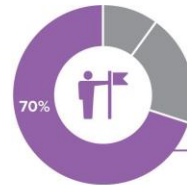
Try it through day-to-day tasks, challenges and practice

Discuss it through collaboration and sharing, in person or online.

Learn it through more formal learning such as downloading recommended content from My Best Me, or completing a course or qualification.

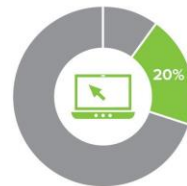
Research shows that we learn mostly through **Try it** tasks (about 70%), followed by **Discuss it** (about 20%) and then **Learn it** (10%).

Here are some practical ideas you can use.



70% TRY IT

- > Get involved in a project
- > Set a challenging goal
- > Take on a new responsibility
- > Use feedback to try a new approach
- > Practice and reflect on how it went
- > Observe or participate in events
- > Offer to help others just for the experience
- > Apply new techniques to real situations
- > Work with an expert in the task
- > Represent your line manager in a meeting
- > Take an opportunity to experience a new role and discover what you can learn
- > Ignite your passion, gain some new ideas and broaden your perspective
- > Spend some time with a colleague learning about their job and ways of working



20% DISCUSS IT

- > Discuss your development with your line manager
- > Seek feedback and be open to it
- > Ask questions
- > Ask for advice, opinions and ideas
- > Talk to someone who will support and also challenge you
- > Ask a team member to coach you
- > Talk to your HR and Learning Team
- > Talk to an expert in the subject
- > Discuss what you've learned in 1:1's
- > Share knowledge with your work colleagues
- > Participate in group discussions



10% LEARN IT

- > Access videos, articles and tools that can support you
- > Research topics and techniques
- > Read books
- > Listen to audio books, podcasts and webinars
- > Attend a workshop
- > Read internal communications bulletins and updates
- > Attend our Academy workshops
- > Think about a professional accreditation or qualification

Your 5 step plan to reaching your development goals

Step four: Now build your plan

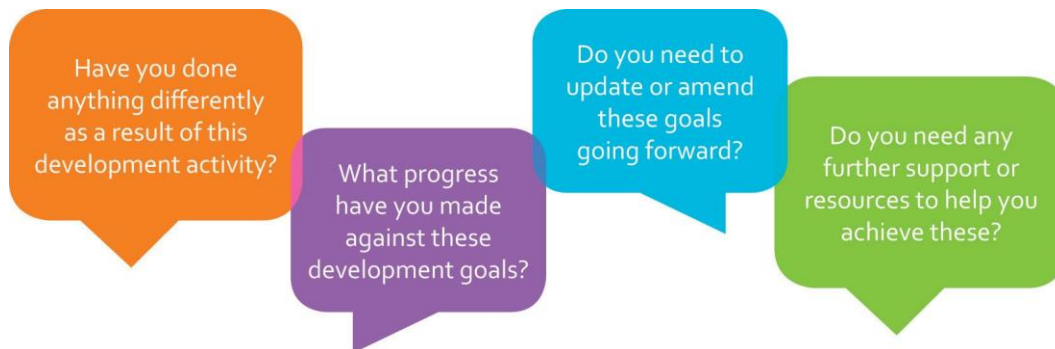
Taking the results of the quiz, and the questions in this guide, **what development areas would you like to focus on?**

Copy these questions and note down your thoughts:

- 1) What are the **top three development goals** you'd like to achieve?
- 2) Using Try it, Discuss it, Learn it – **how will you achieve** each goal?
- 3) How will you know **when you've been successful?**
- 4) **When** would you like to achieve each goal by?

Discuss them with your manager

In your next 1:1, talk about your development goals and the support you might need with your manager. Then, continue to discuss them regularly, considering the following:



Step five: Add it to the MyHR Portal

Once you've talked through your development goals with your manager, go to the **MyHR Portal** and capture the outputs from your discussions. There is a guide to help you do this on AskHR. You'll find this on *The Insider* > *Quick Links* > *AskHR*.