

TEAM DEVELOPMENT PLAN WORKSHOPS – Notes for guidance

What is a TDP Workshop?

A facilitated session run for a team (department, function etc), with the objective of producing the annual Team Development plan for the group.

What is the outcome?

The Team Development plan containing an agreed list of PMDS objectives for the group covering the following twelve month period, together with an action plan setting out how they will be achieved. The TDP will also list any dependencies and issues which have to be resolved in order to achieve the plan, along with any identified group requirements for training and development.

What are the inputs to the process?

Any existing department plans, the Institute strategic plan and the results of any relevant reviews, course board reports etc.

Process description and responsibilities.

The manager / head of department owns the TDP process and is responsible for achieving a successful outcome.

The whole team own the resulting TDP and are responsible for contributing to its creation and implementation.

The consultant is responsible for facilitating the workshop in support of the manager. Facilitation in this context means explaining and managing the process to enable the manager to take a full role in the proceedings.

The manager will introduce the workshop, stating the objectives and seeking agreement from the group. He/she will present any existing information to be considered including the agreed PMDS strategic objectives for the Institute, plus any existing plans and relevant reports.

The consultant will then explain how the session will be run and agree some basic ground rules covering the conduct of the meeting (e.g. not all speaking at once). If it is a very large group, the consultant might agree with the manager (HoD etc) to split it into syndicate groups.

The sequence of events will be:

- agree about six TDP objectives
- develop targets and action plans to achieve them
- identify inhibitors and issues, plus plans to address them
- agree any group development and training requirements

How much can we achieve in the time allocated?

If there is an existing 'business plan', the above process may be completed in two hours if participants can reach agreement fairly easily.

If there is no existing plan the process will take longer (up to 3 hours) and may need an additional session at a later date.

Preparation and pre-requisites

All participants should attend a PMDS awareness session as there will not be time to explain the basic system during the workshop – and doing so would be unfair to the rest of the group. If someone is unable to attend an awareness session the manager of the group should arrange through the Sponsor for advice on access to the system documentation.

All participants should also read the latest version of the strategic plan, any existing departmental plan, relevant reports etc

Weston Associates 9th November 2005