



Elected Member Personal Development Plan Template – identifying your development needs via self-assessment.

Councillor Name	
No. of years as a councillor	
Positions held, e.g., civic dignitary, committee chairperson etc	
Are you likely to hold a position of Responsibility next year? If so, please specify.	

Training Completed - Review training completed to date	date





Future Ambitions as a Local Councillor - what do you hope to achieve over the next year at both a community level and delivering council objectives?	

When do you prefer development activities to be scheduled?	
Preferred Learning Style	I prefer
Group facilitated training. Information provided by a trainer/facilitator via verbal information/hand-outs/slides	
E Learning – Online Training	
Mentoring by another Councillor	
One to one training	
Practical training. Learning by doing. Site visits and Demonstrations	
External Seminars and Conferences	
Training provided by In House Officers	



Appendix D - Elected Member Personal Development Plan Template

Monday morning <input type="checkbox"/>	Monday afternoon <input type="checkbox"/>	Monday evening <input type="checkbox"/>	Thursday morning <input type="checkbox"/>	Thursday afternoon <input type="checkbox"/>	Thursday evening <input type="checkbox"/>
Ideal Times:	Ideal Times:	Ideal Times:	Ideal Times:	Ideal Times:	Ideal Times:
Tuesday morning <input type="checkbox"/>	Tuesday afternoon <input type="checkbox"/>	Tuesday evening <input type="checkbox"/>	Friday morning <input type="checkbox"/>	Friday afternoon <input type="checkbox"/>	Friday evening <input type="checkbox"/>
Ideal Times:	Ideal Times:	Ideal Times:	Ideal Times:	Ideal Times:	Ideal Times:
Wednesday morning <input type="checkbox"/>	Wednesday afternoon <input type="checkbox"/>	Wednesday evening <input type="checkbox"/>			
Ideal Times:	Ideal Times:	Ideal Times:			

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Assessment of Knowledge and Core Political Skills

The Belfast City Council Members’ Role Profiles and Members’ Knowledge and Skills Framework are bespoke political skills frameworks which take account of all the roles members are tasked with discharging and the corresponding knowledge, skills and behaviours which are necessary to be effective in those roles.

Please refer to the Members’ Knowledge and Skills Framework and complete the self-assessment questionnaire, considering both knowledge and skills required and then indicate your own assessment of your knowledge/skill level from the following:-

1. I am Competent	2. I would like to undertake training to further enhance my skills	3. It is a priority that I undertake training to assist me in my role
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The self-assessment will help you identify what your development needs are, and Corporate HR will work with you to identify when and how the learning might be addressed, draw up an action plan and assist in arranging what is needed.

Note. This aspect may be facilitated by an independent facilitator, if needed.

Members’ Knowledge (please refer to the Knowledge & Skills Framework for more detail on each area)	1. I am competent	2. I would like to undertake training to further enhance my skills	3. It is a priority that I undertake training to assist me in my role
1. Understanding our City, Council & Customers			
2. Strategic Leadership			
3. Community Leadership			
4. Working with Others			





5. Good Governance & Due Diligence			
6. Personal Impact			
Members Skills (please refer to the Knowledge & Skills Framework for more detail on each area)	1. I am competent	2. I would like to undertake training to further enhance my skills	3. It is a priority that I undertake training to assist me in my role
1. Regulating & Monitoring			
2. Local Leadership			
3. Scrutiny and Challenge			
4. Effective communication for Influence			
5. Partnership Working			
6. Political Understanding			
7. Effective use of Digital Technology & Social Media			
8. Resilience and Wellbeing			
9. Excellence in Leadership			



PERSONAL DEVELOPMENT PLAN			
Knowledge/Skill to be addressed	Learning & Development Need	Best way to address need/ potential cost	Deadline (to be completed in Council term 2023-2027 N.B. If priority please specify)

(continue on another page if needed)

Signed: _____
(Elected Member)

Signed: _____
(Officer – If Applicable)

Date: _____

