Soft skills

Steering Your Own Development

A half day to take charge of your own development instead of waiting for a training course: take stock of your skills against your job and your next responsibilities, choose the right ways to learn and build a realistic six-month development plan. Each participant leaves with a plan ready to be discussed at their annual review or in a conversation with their manager.

Duration : 0.5 day

Objectives

1. Assess your skills against the current and future requirements of your job
2. Identify two or three priority areas for development
3. Choose varied ways of learning: assignments, mentoring, observation, reading, training
4. Build a six-month development plan with observable evidence of progress

Programme

Half day

• Who steers your development? The roles of the employee, the manager and the company

• A quick skills review: what the job requires, what I master, what I lack

• Learning on the job, from others, in training: choosing the right means for each need

• Phrasing an observable development objective and linking it to the company's skills framework where one exists

• Exercise: a six-month development plan and preparing the conversation with your manager

Teaching methods

• Guided self-assessment based on the participant's job description

• Pair work to test the chosen areas

• Examples of development plans in industrial, commercial and support roles

• Development plan written during the session

Assessment and documents

Knowledge test at the end of the session, post-training evaluation at D+1. Numbered training certificate, verifiable online; the skills acquired are recorded on the participant's training passport. Training report given to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

For a broader reflection on career direction, the day “Building Your Career Plan” complements this module.

Practical information

Duration	0.5 day
Audience	Managers, executives, experts, employees about to take on new responsibilities
Prerequisites	No prerequisites; bring your job description if you have one
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

How is this different from “Building Your Career Plan”?

The career plan concerns career direction: where to go, with what options. This half day starts from your current job and next responsibilities to organise your learning for the coming six months.

Is the development plan passed on to the company?

It belongs to the participant, who decides what to share. It is designed to feed the annual review or a conversation with the manager.

How can I track my progress after the session?

The plan sets observable evidence at each stage, to be checked with your manager. Skills acquired in training are also recorded on the participant’s training passport.