|  |  |
| --- | --- |
| **My Information** | |
| **Position Title** |  |
| **Employee ID** |  |
| **Division** |  |
| **Department** |  |
| **Manager** |  |
|  |  |
| **Readiness Form** | |
| **Current Circumstances**  Capture any work or personal circumstances that have informed your current readiness or shape how you want to develop right now. E.g. if you have recently moved into a new role, your focus over the next six months is to grow in this role |  |
| **Focus For Development**  This is where you can add more detail and further actions to existing development objectives, reflecting your Readiness. If there are any new objectives, add these to the development form.  When thinking about  your development and actions you will take, consider how this will:   * support you to grow as well as increase your impact and contribution in your current role * help you gain the skills, knowledge and experience to support you to progress in your career * reflect how you want to build on your existing strengths and where you have capability gaps that you would like to address |  |
| **Readiness Decision**  Capture here your current readiness - Strengthen, Stretch or Move and the reasons behind your decision. Your Readiness decision should reflect: your career  aspirations, current work / personal circumstances, the impact and contribution you have made in your role, feedback you have received from others and how you want to be developed. |  |
| **Current Readiness** Strengthen Stretch Move |  |
| **Evidence to support Readiness decision** |  |

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| --- | --- |
| **Development Form** | |
| **Name** |  |
| **Date** |  |
| **Introduction**  This section is where you capture development actions to support your performance and career, reflecting your current readiness.  Please note you will only be able to have a **maximum** of 5 objectives. (Minimum of 1 required) |  |
|  |  |
| **Development Objective 1 (minimum)** | |
| **Development Action** |  |
| **Measure of Success** |  |
| **Competencies** |  |
| **Start Date** |  |
| **End Date** |  |
| **Status** On Track Behind Track No Longer Applicable Completed |  |
| **Purpose** Develop in current role Prepare for future role Enhance general skillset |  |
| **Development Objective 2** | |
| **Development Action** |  |
| **Measure of Success** |  |
| **Competencies** |  |
| **Start Date** |  |
| **End Date** |  |
| **Status** On Track Behind Track No Longer Applicable Completed |  |
| **Purpose** Develop in current role Prepare for future role Enhance general skillset |  |
|  |  |
| **Development Objective 3** | |
| **Development Action** |  |
| **Measure of Success** |  |
| **Competencies** |  |
| **Start Date** |  |
| **End Date** |  |
| **Status** On Track Behind Track No Longer Applicable Completed |  |
| **Purpose** Develop in current role Prepare for future role Enhance general skillset |  |
|  |  |
| **Development Objective 4** | |
| **Development Action** |  |
| **Measure of Success** |  |
| **Competencies** |  |
| **Start Date** |  |
| **End Date** |  |
| **Status** On Track Behind Track No Longer Applicable Completed |  |
| **Purpose** Develop in current role Prepare for future role Enhance general skillset |  |
|  |  |
| **Development Objective 5 (maximum)** | |
| **Development Action** |  |
| **Measure of Success** |  |
| **Competencies** |  |
| **Start Date** |  |
| **End Date** |  |
| **Status** On Track Behind Track No Longer Applicable Completed |  |
| **Purpose** Develop in current role Prepare for future role Enhance general skillset |  |
|  |  |

[**TfL Competencies**](https://transportforlondon.sharepoint.com/sites/Instructions-and-Guidance/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FInstructions%2Dand%2DGuidance%2FShared%20Documents%2FOur%5Fcompetencies%2Epdf&parent=%2Fsites%2FInstructions%2Dand%2DGuidance%2FShared%20Documents)

* Building Capability
* Change and Innovation
* Commercial Thinking
* Communication and Influence
* Customer Service Orientation
* Managing Business Performance
* Organisational Awareness
* Planning and Organising
* Problem Solving and Decision Making
* Responsiveness
* Results Focus
* Safety Awareness
* Stakeholder Management
* Strategic Thinking
* Team Leadership

[**Values**](https://transportforlondon.sharepoint.com/sites/our-vision-and-values/SitePages/Our-Values.aspx)

* Adaptable
* Caring
* Open