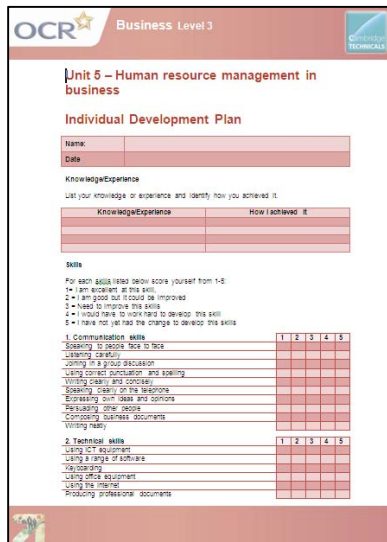


## Unit 5 – Human resource management in business

### Individual Development Plan

#### Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Individual Development Plan' which supports the OCR Level 3 Cambridge Technicals in Business Unit 5 – Human resource management in business.



The screenshot shows the OCR Business Level 3 Individual Development Plan form. It includes fields for Name and Date, a section for Knowledge/Experience, and a Skills section with two tables for self-assessment. The first table is for Communication skills (1-5) and the second is for Technical skills (1-5).

Knowledge/Experience	How I achieved it

Skills	1	2	3	4	5
1. Communication skills					
Speaking to people face to face					
Listening carefully					
Joining in a group discussion					
Writing clearly and concisely					
Spelling, punctuation and spelling					
Presenting clearly on the telephone					
Expressing own ideas and opinions					
Researching other people					
Comparing business documents					
Writing letters					
2. Technical skills					
Using ICT equipment					
Using a range of software					
Maintaining					
Using office equipment					
Using the internet					
Producing professional documents					

**Associated Files:**  
Individual Development Plan

**Expected Duration:**  
Task – approx. 30 minutes

Extension task – 1 hour

Learners could complete the following Individual Development Plan and SWOT analysis. This could be used for their personal development. An extension task is included for researching potential future careers.



<b>Name:</b>	
<b>Date</b>	

## Knowledge/Experience

List your knowledge or experience and identify how you achieved it.

Knowledge/Experience	How I achieved it

## Skills

For each skills listed below score yourself from 1-5:

1= I am excellent at this skill,

2 = I am good but it could be improved

3 = Need to improve this skills

4 = I would have to work hard to develop this skill

5 = I have not yet had the change to develop this skills

### 1. Communication skills

	1	2	3	4	5
Speaking to people face to face					
Listening carefully					
Joining in a group discussion					
Using correct punctuation and spelling					
Writing clearly and concisely					
Speaking clearly on the telephone					
Expressing own ideas and opinions					
Persuading other people					
Composing business documents					
Writing neatly					

### 2. Technical skills

	1	2	3	4	5
Using ICT equipment					
Using a range of software					
Keyboarding					
Using office equipment					
Using the internet					
Producing professional documents					

### 3. Practical and work skills

	1	2	3	4	5
Working accurately					
Finding and correcting own mistakes					
Organisational ability					
Being punctual					



Solving problems					
Thinking up new ideas					
Accepting responsibility					
Working with details					
Tidiness					
Meeting deadlines					
Planning how to do a job					
Making decisions					
Dealing with numbers					
Using own initiative					

<b>4. Interpersonal skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Helping other people					
Working as a member of a team					
Being sensitive to the needs of others					
Dealing with customers					
Being tactful and discreet					
Respecting the opinion of others					
Being even tempered					
Being reliable					

### Analysing your development plan

#### SWOT Analysis

<b>Strengths</b> List the areas you scored highest in	
<b>Weaknesses</b> List the areas you scored lowest in	
<b>Opportunities</b> What can you do to improve in some areas	
<b>Threats</b> What will stand in your way of making improvements in some of your weaker areas	



## Extension task

Following the completion of your Individual Development Plan, research three different careers you may be interested in pursuing. You need to find out what the job involves, what qualifications are required and the skills and experience you will need.

### Job 1

<b>Job title:</b>	
<b>What does the job involve?</b>	
<b>What qualifications are required?</b>	
<b>What skills are required?</b>	
<b>What experience is required?</b>	

### Job 2

<b>Job title:</b>	
<b>What does the job involve?</b>	
<b>What qualifications are required?</b>	
<b>What skills are required?</b>	
<b>What experience is required?</b>	



## Job 3

<b>Job title:</b>	
<b>What does the job involve?</b>	
<b>What qualifications are required?</b>	
<b>What skills are required?</b>	
<b>What experience is required?</b>	



*This activity offers an opportunity for English skills development.*

## LESSON *Elements*

**The building blocks you need to construct informative and engaging lessons**

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