A logo for a university

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Maynooth University**

**Maynooth University**

**Department Development Plan**

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# Development Plans

Development Plans can be used by Departments/Schools/Institutes to identify future skills required for staff in these areas.

A development plan is a structured document that outlines the learning and development activities designed to enhance the skills, knowledge, and competencies of staff within an organisation. In a university setting, training plans are essential for ensuring that academic, administrative, technical, and support staff are equipped to meet the evolving demands of their roles. These plans help in identifying training needs, setting objectives, and tracking progress over time.

Having identified the development needs (mandatory and non-mandatory) that are required through Developmental Review meetings, compliance standards, requirements of accreditation bodies and feedback from staff, a development plan can be put in place. Ideally this can be a 12-month plan that can be aligned with the objectives of the coming 12-month period and the budget for that period. The plan should include all mandatory training and other development initiatives that will support staff in their roles from compliance training to I.T. training and personal effectiveness training.

Development themes in each department will be requested by People Development to inform their offerings for staff and to share with other areas in the University that offer development for staff. However, each reviewee is responsible for organising and completing the development actions they agreed as part of their review.

Any job specific or department specific development requirements should be supported by the Department non-pay budget. Value for money should always be sought. During the Developmental Review Cycle 1, HR will monitor the implications for the non-pay budget and how it is impacted by supporting the Developmental Review framework. Heads of Department can contact [dr@mu.ie](mailto:dr@mu.ie) to discuss any budget implications coming from the Developmental Review process.

# Development Supports Available for Staff

Before drafting your Department Development Plan, please refer to the,

* [Course Directory](https://www.maynoothuniversity.ie/human-resources/learning-and-development/employee-training-courses) for courses available for staff
* [Developmental Review](https://www.maynoothuniversity.ie/human-resources/developmental-review) webpage
* [People Development](https://www.maynoothuniversity.ie/human-resources/learning-and-development) website

# Key Components of a Development Plan

1. **Development Objectives**: Clear goals that the development support aims to achieve. New staff onboarding, Leadership, technical skills, Health & Safety, Compliance training, Diversity training, CPD for accreditation, IT Skills, Skills gaps etc..
2. **Target Audience**: Specific groups of staff who will benefit from the training or development initiative.
3. **Development Methods/Tools**: Various approaches such as workshops, online courses, seminars, and hands-on sessions.
4. **Resources Required**: Materials, budget, and personnel needed to conduct the development support.
5. **Schedule**: Timeline for the activities.
6. **Evaluation**: Methods to assess the effectiveness of the development activity within the department.

# Development Plan Template

**Department/School/Institute: [Name]**

**Period Covered: [Start Date] to [End Date]**

**1. Development Objectives**

* Objective 1: [Description]
* Objective 2: [Description]
* Objective 3: [Description]

**2. Target Audience**

* Academic Staff: [Details]
* Administrative Staff: [Details]
* Technical Staff: [Details]
* Support Staff: [Details]

**3. Development Methods/Tools**

* Workshops: [Details]
* Online Courses: [Details]
* Seminars: [Details]
* Hands-on Sessions: [Details]
* Other: [Details]

**4. Resources Required**

* Materials: [List of materials]
* Budget: [Estimated budget]
* Personnel: [Trainers and facilitators]

**5. Schedule**

Short term (1 year), Medium Term (2 - 5 years), Long term 5 years +

* Week 1: [Activities]
* Week 2: [Activities]
* Week 3: [Activities]
* Week 4: [Activities]

**6. Evaluation**

* Pre- Assessment: [Details]
* Post- Assessment: [Details]
* Feedback Collection: [Methods]

**7. Additional Notes**

* [Any other relevant information]
* Date:
* Signature of Head:

This template can be customized to fit the specific needs of your department and staff. By following this structure, you can ensure that all necessary aspects of training are covered, leading to a more effective and organised development programme.

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| --- | --- | --- | --- | --- | --- | --- |
| **Development Objective** | **Target Audience** | **Development Methods/Tools** | **Resources Required (Budget)** | **Schedule (Timeline)** | **Evaluation** | **Additional Notes** |
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**Development Plan**

**Department/School/Institute: [Name]**

**Period Covered: [Start Date] to [End Date]**

**Date:**

**Signature of Head:**