

IDP Userguide – without Template

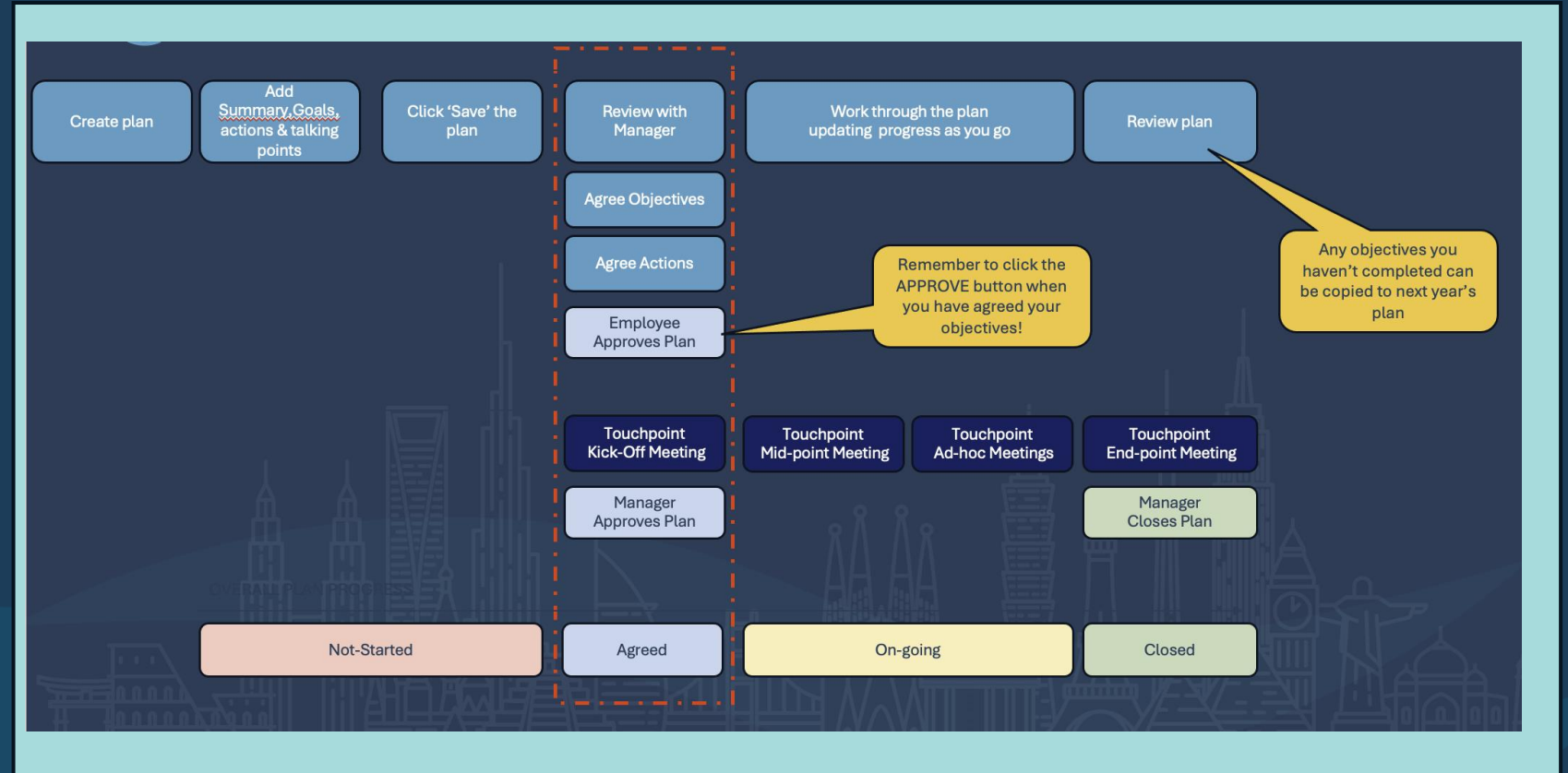
IDP – Individual Development Plan | without template

The IDP workflow allows for the creation of the plan, add or personalise objectives, actions and talking points and for the Employee to 'save' the plan

Once objectives and actions are agreed in your review, the Manager 'approves' the Plan, from their profile and the Employee 'approves' from their profile

The Status will move from 'Not started' to 'Agreed'. As updates are made the status moves to 'on-going', at the end of year/plan the Manager closes the Plan to move it to 'closed' status

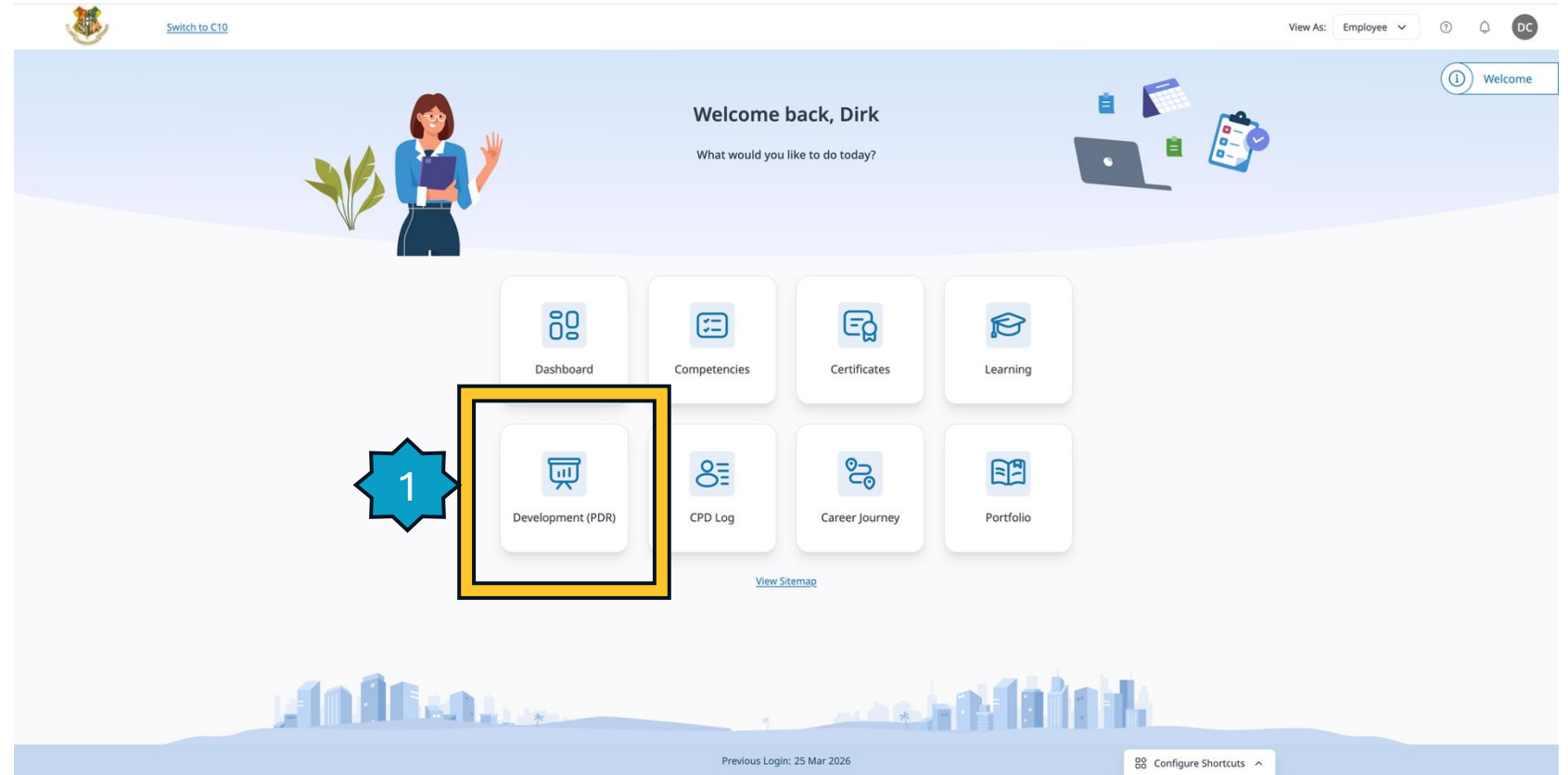
You can copy any objectives from a closed plan to a new/live plan if you wish for the following year



Creating a development plan



Access your Development Plan from your home screen



Creating a development plan

1

Access can also be navigated on the left-hand side menu

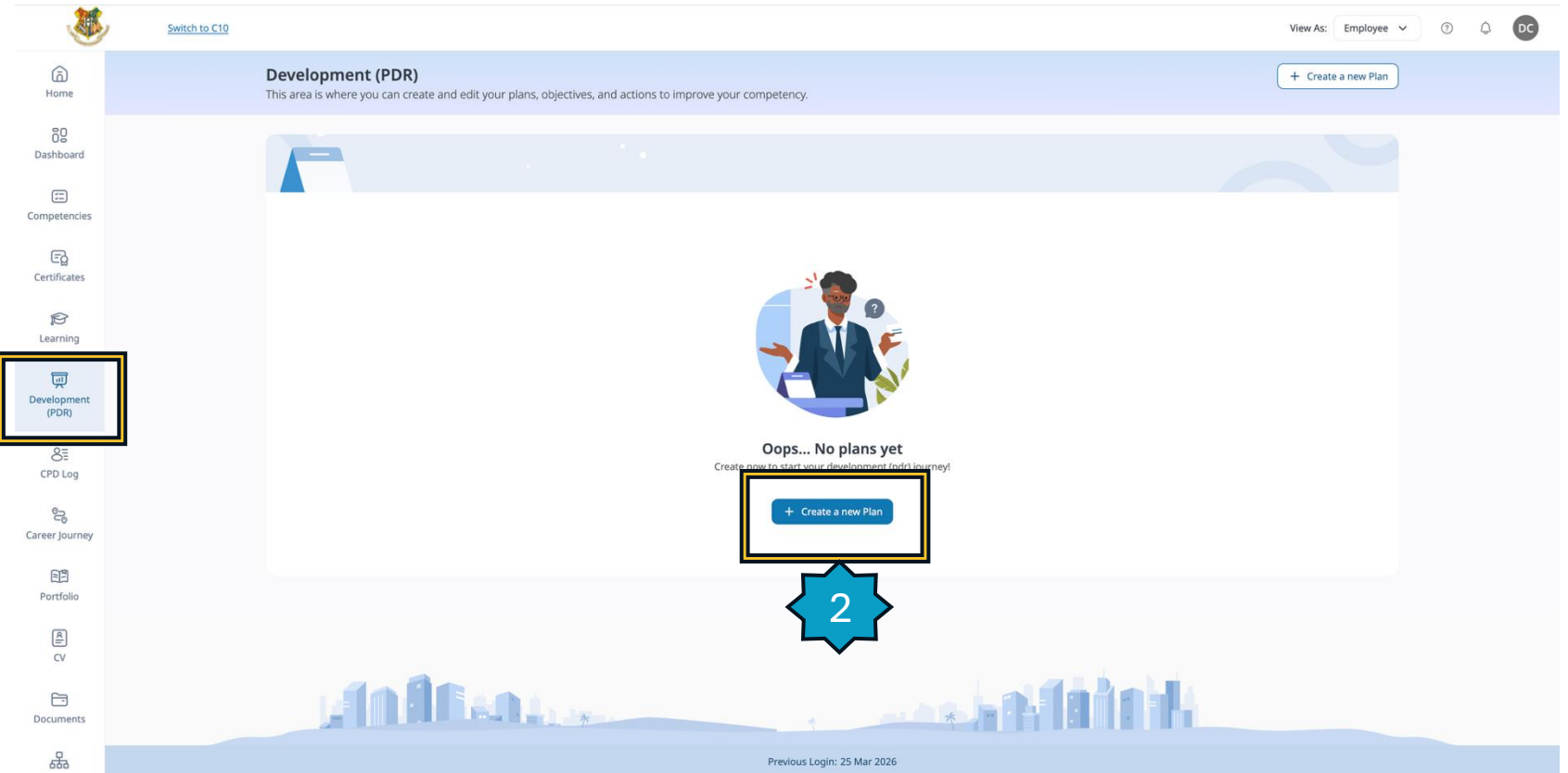
2

Click '+ Create a new Plan'

1



2



Creating a development plan

1

Preloaded templates can be selected from the drop-down menu

2

The 1-5 steps show you where you are in the plan creation

3

Start and End dates can be changed using the calendar icon

4

On this view, Managers name can be completed (this is not mandatory), add comments or documents

5

Click save and next step

The screenshot shows the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR) (highlighted), CPD Log, Career Journey, Portfolio, CV, Documents, and a bottom icon. The main content area is titled 'Development (PDR)' with a subtitle 'This area is where you can create and edit your plans, objectives, and actions to improve your competency.' and a 'View Timeline' button. Below this is a 'Create/edit plan' section. A vertical step indicator on the left of this section shows five steps: 1. Overview and Timeline (selected), 2. Talking Points, 3. Objectives and Actions, 4. Touchpoints, and 5. Review and Approve. Step 1 is further detailed with fields for 'Start Date *' (14 May 2026), 'End Date *' (14 May 2027), and a 'Plan template' dropdown menu (IDP 2026). Below these is a large text area for 'Your manager' and a section for 'Add comment and document' with 'Comment' and 'Document' buttons. At the bottom right, there are navigation buttons: '< Previous Step' and 'Save and Next Step >'. The footer shows 'Previous Login: 25 Mar 2026'.

Numbered callouts on the screenshot:

- 1: Points to the 'Plan template' dropdown menu.
- 2: Points to the vertical step indicator.
- 3: Points to the 'Start Date' and 'End Date' fields.
- 4: Points to the 'Your manager' text area.
- 5: Points to the 'Save and Next Step' button.



Creating a development plan

1

The 1-5 steps show you where you are in the Creating a Plan process

2

Use the free text area to provide a Plan Summary

3

Remember to Click 'Save and Next Step'

4

For an expanded view click the arrow

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR), CPD Log, Career Journey, Portfolio, CV, and Documents. The main content area is titled 'Development (PDR)' and includes a 'View Timeline' button. Below this is the 'Create/edit plan' section, which features a vertical progress bar on the left with five steps: 1 (Overview and Timeline), 2 (Talking Points), 3 (Objectives and Actions), 4 (Touchpoints), and 5 (Review and Approve). Step 2 is currently active. The 'Talking Points' section contains a 'Plan Summary' text area with a rich text editor (bold, italic, underline, bulleted list, numbered list, link, unlink). A 'Use Expanded view' link with an arrow is located to the right of the text area. At the bottom right, there are two buttons: '< Previous Step' and 'Save and Next Step >'. A 'Delete Plan' button is located at the bottom left of the form. The footer shows 'Previous Login: 25 Mar 2026'.



Creating a development plan

1

Add your Objectives and Actions by selecting from the drop-down menu

2

Dates can be amended here

3

Click 'Save and Next Step'

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR) (highlighted), CPD Log, Career Journey, Portfolio, CV, and Documents. The main content area is titled 'Development (PDR)' and includes a 'View Timeline' button. Below this is the 'Create/edit plan' section, which has a progress bar with five steps: Overview and Timeline, Talking Points, Objectives and Actions (current step), Touchpoints, and Review and Approve. The 'Objectives and Actions' step is expanded, showing a form to 'Add objectives to your plan'. This form includes fields for 'Start Date' and 'End Date' (both set to 14 May 2026), an 'Objective name' field, and a dropdown menu for 'Objective template'. The dropdown menu is open, showing options: 'Technical Mastery and Certification', 'Operational Efficiency and Process Improvement', 'Influence, Mentorship, and Leadership', and 'Strategic Impact and Visibility'. Below the form is a section to 'Add Actions to your Plan'. At the bottom right of the form, there are buttons for '< Previous Step', 'Save and Next Step >', and '+ Add more actions'. A 'Delete Plan' button is located at the bottom left of the form. The footer shows 'Previous Login: 14 May 2026'. Three numbered callouts are present: Callout 1 points to the 'Objective template' dropdown menu; Callout 2 points to the 'Start Date' and 'End Date' fields; Callout 3 points to the 'Save and Next Step' button.



Creating a development plan

- 1 Select Objective and click 'Save Objective'
- 2 You can add actions linked to the objective or complete later in the following steps
- 3 Click 'Save and Next Step'

The screenshot displays the 'Development (PDR)' interface. The left sidebar contains navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR), CPD Log, Career Journey, Portfolio, CV, Documents, and a menu icon. The main content area is titled 'Development (PDR)' with a subtitle 'This area is where you can create and edit your plans, objectives, and actions to improve your competency.' and a 'View Timeline' button. The 'Create/edit plan' section includes a progress bar with five steps: 1. Overview and Timeline, 2. Talking Points, 3. Objectives and Actions (current step), 4. Touchpoints, and 5. Review and Approve. The 'Objectives and Actions' step is active, showing a form to 'Add objectives to your plan'. The form includes fields for 'Start Date *' (14 May 2026), 'End Date *' (14 May 2026), and 'Objective template' (Strategic Impact and Visibility). A text input field for 'Objective name 1' contains 'Drive Operational Excellence', with 'Cancel' and 'Save Objective' buttons. Below this is a section for 'Add Actions to your Plan' with an 'Add more actions' button. At the bottom right, there are buttons for '< Previous Step', 'Save and Next Step >', and 'Delete Plan'. A footer bar shows 'Previous Login: 14 May 2026'. Three blue star-shaped callouts with numbers 1, 2, and 3 are overlaid on the interface, corresponding to the steps in the list on the left.



Creating a development plan

1

Add more objectives here

2

Add Actions to deliver your objective here

3

Actions can be linked to a saved objective or be kept as a stand-alone action

4

Click 'Save and Next Step'

The screenshot displays the 'Development (PDR)' interface. The left sidebar contains navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR) (highlighted), CPD Log, Career Journey, Portfolio, CV, and Documents. The main content area is titled 'Development (PDR)' and includes a 'View Timeline' button. Below this is the 'Create/edit plan' section, which has a progress indicator with five steps: Overview and Timeline, Talking Points, Objectives and Actions (current step), Touchpoints, and Review and Approve. The 'Objectives and Actions' step is divided into two main sections: 'Add objectives to your plan' and 'Add Actions to your Plan'. The 'Add objectives to your plan' section shows an example objective 'Drive Operational Excellence' with a date range of '14 May 2026 - 14 May 2026'. A callout '1' points to the '+ Add more objectives' button. The 'Add Actions to your Plan' section contains a form with fields for 'Start Date *' (14 May 2026), 'End Date *' (14 May 2027), 'Action template' (a dropdown menu), 'Action name 1', and a 'Link to this objective (optional)' dropdown. A callout '2' points to the 'Action template' dropdown. Below the form are 'Cancel' and 'Save Action' buttons. A callout '3' points to the 'Save Action' button. At the bottom of the form is a 'Delete Plan' button. A callout '4' points to the 'Save and Next Step' button, which is located at the bottom right of the form area. The footer of the page shows 'Previous Login: 14 May 2026'.



Creating a development plan

1

Action Start and End dates can be amended here

2

Action templates can be selected using the drop-down menu

3

Click 'Save Action' to stay on the page and add more

4

Or click 'Save and Next Step'

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR), CPD Log, Career Journey, Portfolio, CV, and Documents. The main content area is titled 'Development (PDR)' and includes a 'View Timeline' button. Below this is the 'Create/edit plan' section, which has a progress indicator with five steps: 1. Overview and Timeline, 2. Talking Points, 3. Objectives and Actions, 4. Touchpoints, and 5. Review and Approve. The 'Objectives and Actions' step is currently active. It contains a section for 'Add objectives to your plan' with a table showing an objective 'Drive Operational Excellence' from 14 May 2026 to 14 May 2026. Below this is the 'Add Actions to your Plan' section, which includes a date picker (highlighted with callout 1) showing May 2026, an 'Action template' dropdown menu (highlighted with callout 2) showing 'Schedule a 20-minute "Discovery Coffee" with a lead from a different department', and 'Cancel' and 'Save Action' buttons (highlighted with callout 3). At the bottom right, there are 'Previous Step' and 'Save and Next Step' buttons (highlighted with callout 4).



Creating a development plan

1

The list of objectives show here

2

As objectives are saved, they will populate into the Action 'Link to this objective' drop down menu

3

Click 'Save and Next Step'

Switch to C10

View As: Employee

Development (PDR)

This area is where you can create and edit your plans, objectives, and actions to improve your competency.

View Timeline

Create/edit plan

References: View History View Competency View Performance Rating Update Progress

Add objectives to your plan
Do you want to create some objectives now? You can expand on these and add actions later, leave blank if you want to do this later.

Drive Operational Excellence | 14 May 2026 - 14 May 2026

+ Add more objectives

Add Actions to your Plan
Do you want to create some actions now? You can expand on these later, leave blank if you want to do this later.

Start Date * 5 Jun 2026 End Date * 14 May 2027 Action template Schedule a 20-minute "Discovery Coffee" with a lead from a different department

Action name 1 Schedule a 20-minute "Discovery Coffee" with a lead from a different department.

Link to this objective (optional)
☒ Do not link to a objective (default)
☐ Drive Operational Excellence

Cancel Save Action

Delete Plan

< Previous Step Save and Next Step >

Previous Login: 14 May 2026



Creating a development plan

1

Both Objectives and Actions will now appear on your profile, you can add more from this view too

2

Click 'Save and Next Step'

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR) (highlighted), CPD Log, Career Journey, Portfolio, CV, and Documents. The main content area is titled 'Development (PDR)' and includes a 'View Timeline' button. Below this is the 'Create/edit plan' section, which contains a progress bar with five steps: Overview and Timeline, Talking Points, Objectives and Actions (current step), Touchpoints, and Review and Approve. The 'Objectives and Actions' section is highlighted with a yellow box and contains two sub-sections: 'Add objectives to your plan' and 'Add Actions to your Plan'. The 'Add objectives to your plan' section shows an example objective: 'Drive Operational Excellence | 14 May 2026 - 14 May 2026'. The 'Add Actions to your Plan' section shows an example action: 'Schedule a 20-minute "Discovery Coffee" with a lead from a different department. | 5 Jun 2026 - 14 May 2027'. A red box highlights the 'Save and Next Step' button at the bottom right of the form. The footer of the interface shows 'Previous Login: 14 May 2026'.



Completing a development plan

1

Click 'View Competency' and the right-hand panel will appear

2

Data from your current Assessment area(s), where a gap between current indicator and Job Level Requirement was identified will be listed. This assists you in building in an objective or action to close the gap into your IDP

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation options: Home, Dashboard, Competencies, Certificates, Cross-review, Learning, Development (PDR) (highlighted), CPD Log, Career Journey, Portfolio, CV, and a folder icon. The main content area is titled 'Development (PDR)' and includes a 'Switch to C10' link. Below this is a 'Create/edit plan' section with a vertical timeline of steps: 1. Overview and Timeline, 2. Talking Points, 3. Objectives and Actions (current step), 4. Touchpoints, and 5. Review and Approve. To the right of the timeline are two panels: 'Add objectives to your plan' and 'Add Actions to your Plan'. The 'Add Actions to your Plan' panel shows a scheduled action: 'Schedule a 20-minute "Discovery Coffee" with a lead from a different department.' with dates from 8 Jun 2026 to 8 Jun 2027. A 'Delete Plan' button is at the bottom left. On the right side of the interface, a 'View Competency Gaps' panel is open, showing a 75% compliance gauge and a 'Gap Analysis Summary' table. The table lists 'Advanced PHP' with a 'Current' status of 'K', a 'JR' status of 'S', and a 'Job Readiness' status of 'A' (indicated by a red triangle icon). A 'View Competency' button in the top right of the main content area is highlighted with a yellow box and a blue star with the number 1. The 'Gap Analysis Summary' table is also highlighted with a yellow box and a blue star with the number 2.

Development (PDR)

This area is where you can create and edit your plans, objectives, and actions to improve your competency.

Switch to C10

Home

Dashboard

Competencies

Certificates

Cross-review

Learning

Development (PDR)

CPD Log

Career Journey

Portfolio

CV

Create/edit plan

References: View History View Competency

Overview and Timeline

Describe your plan and general timeline

Talking Points

Talking points to be discussed as part of the plan

Objectives and Actions

Add objectives and actions to your plan now or do it later

Touchpoints

Review dates and touchpoints for your plan

Review and Approve

See a summary of your plan

Delete Plan

Add objectives to your plan

Do you want to create some objectives now? You can expand on these and add actions later, leave blank if you want to do this later.

Professional accreditation in IT security | 8 Jun 2026 - 8 Jun 2026

Add Actions to your Plan

Do you want to create some actions now? You can expand on these later, leave blank if you want to do this later.

Schedule a 20-minute "Discovery Coffee" with a lead from a different department. | 8 Jun 2026 - 8 Jun 2027

Start Date * 8 Jun 2026 End Date * 8 Jun 2027 Action template

Action name 2 Link to this objective (optional) Do not link to a objective (default)

Previous Login: 8 Jun 2026

View Competency Gaps

IDP 2027

Current

Advanced skills

Fun Job Roles

75% Compliance

more

Gap Analysis Summary

Your competency level vs job requirement

Competency	Current	JR	Job Readiness
Advanced PHP	K	S	A



Creating a development plan

1

Using the Touchpoint drop down select the type of meeting. The first one should always be the 'Kick-Off' template where you agree with your Manager to approve the plan. Dates can be amended using the calendar icon

2

Step 4 is highlighted for you to add Touchpoints

3

Click 'Save and Next Step'

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR) (highlighted), CPD Log, Career Journey, Portfolio, CV, and Documents. The main content area is titled 'Development (PDR)' and includes a 'View Timeline' button. Below this is the 'Edit plan' section, which contains a vertical progress bar on the left with five steps: Overview and Timeline, Talking Points, Objectives and Actions, Touchpoints (highlighted with a blue star and the number 2), and Review and Approve. The 'Touchpoints' step is expanded, showing a form for 'Touchpoint 1'. This form has a 'Template' dropdown menu (highlighted with a blue star and the number 1) set to 'Touchpoint | Kick-Off Meeting', a 'Date' field set to '14 May 2026' with a calendar icon, and an 'Add more touchpoints' button. At the bottom right of the form, there is a 'Save and Next Step' button (highlighted with a blue star and the number 3) and a 'Previous Step' button. A 'Delete Plan' button is located at the bottom left of the 'Edit plan' section. The footer of the interface shows 'Previous Login: 14 May 2026'.



Creating a development plan

1

Once saved more Touchpoints will appear for you to add

2

Dates can be amended to suit your diary using the calendar icon

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation icons for Home, Dashboard, Competencies, Certificates, Learning, Development (PDR), CPD Log, Career Journey, Portfolio, CV, and Documents. The main content area is titled 'Development (PDR)' and includes a 'View Timeline' button. Below this is the 'Create/edit plan' section, which has a progress bar with five steps: Overview and Timeline, Talking Points, Objectives and Actions, Touchpoints (current step), and Review and Approve. The 'Touchpoints' section shows two touchpoints: 'Touchpoint 1' with a 'Kick-off Meeting' template and date '18 May 2026', and 'Touchpoint 2' with a 'Mid-Point Review' template. A 'Delete Plan' button is at the bottom left. A calendar icon is visible next to the date field of Touchpoint 2, which is highlighted by a yellow box and a blue star labeled '2'. The calendar shows the month of May 2026, with the date '18' selected. A blue star labeled '1' is positioned below the 'Touchpoint 2' section.



Creating a development plan

1

Once saved Touchpoints can still be amended or deleted

2

More touchpoints can be added by clicking here

3

Click 'Save and Next step'

Development (PDR)

This area is where you can create and edit your plans, objectives, and actions to improve your competency.

View Timeline

References: [View History](#) [View Competency](#) [View Performance Rating](#) [Update Progress](#)

Create/edit plan

Overview and Timeline
Describe your plan and general timeline

Talking Points
Talking points to be discussed as part of the plan

Objectives and Actions
Add objectives and actions to your plan now or do it later

Touchpoints
Review dates and touchpoints for your plan

Review and Approve
See a summary of your plan

Touchpoints

Touchpoint 1
Template: Touchpoint | Kick-Off Meeting
Touchpoint 1
Kick-off Meeting
Date *: 18 May 2026

Touchpoint 2
Template: Touchpoint | Quarterly Review
Touchpoint 2
Mid-Point Review
Date *: 12 Aug 2026

Touchpoint 3
Template: Touchpoint | End-Point Review
Touchpoint 3
End-Point Review
Date *: 3 May 2027

+ Add more touchpoints

Delete Plan

Previous Step Save and Next Step

Previous Login: 14 May 2026



Reviewing a development plan

1

You now will review your plan scrolling down the page. View all items you have completed and then click 'Save plan'

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR) (highlighted), CPD Log, Career Journey, Portfolio, CV, and Documents. The main header shows 'Switch to C10', 'View As: Employee', and a user profile 'DC'. The main content area is titled 'Development (PDR)' with a subtitle 'This area is where you can create and edit your plans, objectives, and actions to improve your competency.' and a 'View Timeline' button. Below this is the 'Create/edit plan' section. It features a vertical progress bar on the left with five steps: 'Overview and Timeline', 'Talking Points', 'Objectives and Actions', 'Touchpoints', and 'Review and Approve' (the current step, marked with a blue circle and the number 5). The 'Review and Approve' step includes a 'Review and Approve' button and a 'See a summary of your plan' link. The main content area is divided into two columns. The left column contains a 'Plan Done' section with checkboxes for 'Approved by employee' and 'Approved by manager'. Below this is a 'Timeline' section showing a 365-day period from 'Start date 14 May 2026' to 'End date 14 May 2027'. The right column contains a 'Summary' section with fields for 'Plan template' (IDP 2026) and 'Plan name' (IDP), and a 'Your manager' field. At the bottom is a 'Plan description' field with a text area containing the following text: 'Development is the process of growth, advancement, or positive change, transforming from one stage to a more complex or advanced one. It entails, for example, economic growth, human maturation, and technological progress. Synonyms include evolution, expansion, maturation, elaboration, and improvement. Usage examples include economic development, software development, and human development.' A footer bar at the bottom indicates 'Previous Login: 14 May 2026'.

1



Approving a development plan

1

This is the view (Current plan) on log in showing the timeline you created

2

The Red Reminder Bar will stay in view until the plan has been approved by you

Click 'Approve plan as employee'

The Red Reminder Bar will not show once approved

The screenshot displays the 'Development (PDR)' interface. At the top, a red reminder bar states 'Please remember to approve the agreed plan' and includes a button 'Approve plan as employee'. Below this, a timeline for the current plan is shown, starting on 1 Apr 2026 and ending on 3 May 2027. The timeline includes key events: 'Kick-off Meeting' on 18 May 2026, 'Mid-Point Review' on 12 Aug 2026, and 'End-Point Review' on 3 May 2027. A red vertical line marks the current date, 14 May 2026. The interface also features a sidebar with navigation options like Home, Dashboard, Competencies, Certificates, Learning, Development (PDR), CPD Log, Career Journey, Portfolio, CV, and Documents. A blue starburst with the number '1' is positioned near the bottom right of the timeline area.

2

1



Updating a development plan

1

To update click in the plan and 3 dots on the right

2

From the menu select 'Update progress'

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Cross-review, Learning, Development (PDR) (highlighted), CPD Log, Career Journey, Portfolio, CV, and a folder icon. The main content area is titled 'Development (PDR)' with a subtitle 'This area is where you can create and edit your plans, objectives, and actions to improve your competency.' and a '+ Create a new Plan' button. A calendar view shows months from MAY to OCT. A specific plan is selected, showing a timeline with a red vertical line at '9 Jun 2026: Kick-off Meeting'. A menu is open over the plan, with 'IDP' selected. The menu options are: 'Update Progress' (highlighted with a yellow box), 'Add Touchpoint', 'View Performance Rating', 'Volunteer to lead a "Post-Mortem" or project review session.' (with a status indicator of three green squares), 'Add new Objective', and 'Add new Action'. A blue star with the number '1' is placed over the 'Update Progress' option. At the bottom, it says 'Previous Login: 3 Jun 2026'.



Updating a development plan

1

The right-hand panel will slide out, you can update progress from this view

2

If you make any changes the 'Save Progress' will turn Blue and you will have to click complete the update

The screenshot shows the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Cross-review, Learning, Development (PDR) (highlighted), CPD Log, Career journey, Portfolio, CV, and a folder icon. The main area is titled 'Development (PDR)' and contains a sub-header 'IDP' with a dropdown menu and a status 'Started 1 May 2026 (ongoing for 34 days, 364 days to go)'. Below this is a 'Plan Items' list with columns for months from May 2026 to May 2027. The list includes 'Talking Points', 'Touchpoints', 'Kick-off Meeting' (with a date '9 Jun 2026: Kick-off Meeting'), 'Drive Operational Excellence', and 'Volunteer to lead a "Post-Mortem" or project review session.'. At the bottom of the list are buttons for 'Add new Objective' and 'Add new Action'. A 'Save Progress' button is located at the bottom right of the interface.

The 'Plan Progress' panel shows a table of development items with progress indicators. The table has columns for 'Development', 'IDP', and 'Agreed Ongoing Done'. The items listed are 'Talking Points', 'Kick-off Meeting', 'Drive Operational Excellence', and 'Volunteer to lead a "Post-Mortem" or project review session.'. Each item has a progress bar with 'Agreed', 'Ongoing', and 'Done' stages. The 'Volunteer to lead a "Post-Mortem" or project review session.' item is highlighted in orange. The panel also includes a 'Plan Done / Sign-off' section with 'Approved by Manager' and 'Approved by Employee' (dated 4 Jun 2026).

2



Updating a development plan

1

To update individual touchpoints, Objectives or Actions click on the title from this view and the panel will appear

2

Here you can add a comment or upload a document and click 'Save'

You can add endless comments, but cannot edit one once saved

The screenshot shows the 'Development (PDR)' interface. On the left, a sidebar contains various navigation options. A yellow box highlights the 'Touchpoints' menu item, which is expanded to show options like 'Kick-off Meeting', 'Mid-Point Review', 'End-Point Review', and 'Drive Operational Excellence'. A blue star with the number 1 is positioned next to this menu. The main area displays a calendar view for the year 2026, with touchpoints marked on specific dates. A blue star with the number 2 is positioned next to the 'Touchpoints' menu item.

The screenshot shows the 'Touchpoint' update form. It includes fields for 'Start Date *' (18 May 2026), 'Template' (Touchpoint | Kick-Off Meeting), and 'Touchpoint' (Kick-off Meeting). There are buttons for 'Comment', 'Document', 'Save', and 'Delete'. A yellow box highlights the form, and a blue star with the number 2 is positioned next to it.

2



Updating a development plan

1

On log in you will now have this view to your current plan, if you have more than one plan use the drop-down arrow to view and select one

2

You can always add objectives and new actions from this view

The screenshot displays the 'Development (PDR)' interface. On the left is a sidebar with navigation links: Home, Dashboard, Competencies, Certificates, Learning, Development (PDR) (highlighted), CPD Log, Career journey, Portfolio, CV, Documents, and a user icon. The main header shows 'Switch to C10', 'View As: Employee', and a 'Create a new Plan' button. The main content area is titled 'Development (PDR)' with a subtitle 'This area is where you can create and edit your plans, objectives, and actions to improve your competency.' Below this is a plan summary card for 'IDP' (started 1 Apr 2026, 43 days to go) with a dropdown arrow. A calendar view for 'APR 2026 - SEPT 2027' is shown with a vertical timeline. Callouts on the timeline include '18 May 2026: Kick-off Meeting', '12 Aug 2026: Mid-Point Review', and '3 May 2027: End-Point Review'. A list of 'Touchpoints' and 'Drive Operational Excellence' tasks is on the left, each with a status indicator (green circles). At the bottom of this list are buttons for 'Add new Objective' and 'Add new Action', both with plus icons. A cityscape illustration is at the bottom of the page, and the footer says 'Previous Login: 14 May 2026'.

