

Checklist to support staff to develop

What to look for	Yes / No / Don't know
When providing formal or informal development opportunities, be realistic of the time needed to undertake these.	
Allocate time for your new and aspiring managers and deputies to develop, rescheduling other work and avoiding short-notice cancellations.	
Provide regular supervision, enabling new managers to discuss their progress, concerns and how they've been able to put learning into practice.	
Allow time to observe your new and aspiring managers in practice. Offer timely and constructive behavioural and objectives-focused feedback.	
Develop a Personal Development Plan (PDP) together to outline the learning and development needs of the new and aspiring managers and how these needs can be addressed through support from yourself, their peers and formal development.	
Nominate an experienced 'peer-manager' to guide and mentor the new manager. They can share their expertise and be the go-to person for the many operational questions they may have and act as a sounding board for ideas and testing out approaches.	
Schedule regular meetings with your new and aspiring managers. Promote self-reflection by thoroughly questioning how they're finding their role, their approaches, successes, challenges and solutions.	