

# Dairy Capability Guide

## Employee Development Plan

### How to complete this development plan

- Review the Dairy Capability Guide ([thepeopleindairy.org.au](http://thepeopleindairy.org.au)) or use the Self Assessment module in Enlight ([enlight.dairyaustralia.com.au](http://enlight.dairyaustralia.com.au)) and determine your capability levels. You may like to review your capability levels in all nine key areas of farming capability or you may choose to focus on one area such as Dairy Farm Operations or Leadership, for example.
- Identify the key capability area, your current capability level and the capability level you would like to get to in the table below. Complete the goals section. For example: My goal is to reach the Ensure and Advise capability level in People Management by the end of next year.
- In the Comments section in the table on the next page, list ideas for increasing your capability to the next level. For example, this may include participating in a Rearing Healthy Calves program, taking a Leadership course, joining a discussion group or undertaking some on-farm training from a more senior person.
- With your supervisor, review your position description and check whether everything you have listed in the table aligns with your position description. If it doesn't, is there an opportunity to build your new capabilities into your role once you have developed them?
- Have a discussion with your supervisor about your ideas for increasing your capabilities. Come to an agreement about suitable options, taking into consideration the cost, time away from farm, impact on other team members, activities on farm (calving for example) and how relevant it is to your current role or a role you might be aiming to move into on the farm.
- In the learning plan section, make a note on what activities you have agreed on, who will follow up any additional information (for example, will you book yourself into the training program or will your supervisor do it for you) and the date by which you expect to complete the activity.
- Once you have completed the Development Plan, enjoy your learning journey and don't forget to review your plan at the agreed date. Your supervisor will love it if you report back to them throughout your learning activity to let them know what you are learning, and how it relates to the work you are doing.

**Name:**

**Position:**

**Date:**

**Supervisor:**

**Goal:**

Capability Area	Current capability level	Desired capability level	Comment
<i>Example: People Management</i>	<i>Ensure and Advise</i>	<i>Initiate and Influence</i>	<i>Complete Dairy Australia's Employment Basics and Managing People programs</i>

**Learning plan:**

*Example: Blake (employee) can attend the next online Dairy Australia Employment Basics and Managing People programs. Blake will sign himself up to subscribe to our Regional Services ENews so he knows when the next programs are running. Blake will register himself and let Tom (supervisor) know when he will be attending the programs.*

**Employee signature:** \_\_\_\_\_

**Employer signature:** \_\_\_\_\_