

## **A Guide to the Civil Service Local Talent Management Programme for Applicants and Their Line Managers**

### **What is the Talent Management Programme?**

The Talent Management Programme is a cross-departmental opportunity, open to staff at AA/AO and equivalent grades and first time managers within a year of their appointment. The Civil Service Reform Plan states that nurturing and developing leadership talent at all levels is core to a successful Civil Service. This programme is intended for those who have shown potential to become a manager and leader but could benefit from further development.

The programme is for 12 months and consists of core action learning modules in Collaborating and Partnering; Communicating and Leading; Building Capability and includes elements of other competences such as Changing and Improving and Working at Pace.

Participants will be supported by a mentor from another government department and will take part in a group project and one job shadowing opportunity.

### **Why Have a Cross-departmental Talent Management Programme?**

The programme is designed as another option for staff alongside existing Departmental Talent Management Programmes. The key difference is that this programme is offered across the whole of the Civil Service in the North East, Yorkshire and the Humber. This enables participants to develop skills that can be transferred between Departments and to develop an appreciation of the 'bigger picture' of the civil service. This is increasingly important as CS Jobs Online and the Competence Framework have opened up the opportunities for civil servants to apply for any job across the civil service.

The programme is designed to create better opportunities for staff and to facilitate collaborative working and encourage sharing good practice.

### **What Is Expected of Participants?**

Those selected for the programme need to demonstrate a clear commitment to their development. Participants will be expected to keep an up to date learning log which will include a Personal Development Plan.

**Time Commitment** - The programme is for 12 months. Participants will be expected to attend a launch event with their line manager and mentor and four two-day learning workshops in the first five months. This will be followed by a minimum of 1.5 days a month to work on a group project and a final celebration event. Participants will also meet with their mentor for a minimum of 1 hour a month.

Applicants are expected to attend the launch and modules for the event they are applying for (North East or Yorkshire and the Humber) and pencil the dates from the timetable in their diaries now. Participants cannot transfer between locations.

### **What is Expected of Line Managers?**

Applicants need to complete an application form and the final section is for line managers to endorse the application. If you believe that the person applying for the programme is unsuitable please do not endorse the form. Applications which are not supported by line management will not be accepted.

You are asked to comment on the candidate's suitability for the programme. We are looking for people who have shown potential but still have scope to be further developed. Someone who is fully competent in all skill areas will not necessarily benefit from the programme.

If your member of staff's application is successful, then it is expected that you as line manager will be fully supportive of the programme and the commitment that this involves for both of you.

Time Commitment - The programme is for 12 months. You are expected to release your successful candidate to attend a launch event with you and their mentor, four two-day learning workshops in the first five months. This will be followed by a minimum of 1.5 days a month to work on a group project and a final celebration event.

During the whole year participants should be allowed at least 1 hour a month to meet with their mentor and ensure they complete their learning log, so they continually make the most of the programme. We will ask their mentor to offer them the opportunity to job shadow them for a day at some point in the year.

Your role as a line manager is critical in supporting your member of staff to get the maximum benefit from the programme. This includes having regular meetings with them to discuss progress, offer support, encouragement and guidance and discuss any issues arising from the programme.

Managers are expected to attend a launch event with their participant and mentor. Please pencil in your diary the appropriate date of 3 December 2015 for the North East event or 11 December 2015 for the Yorkshire and Humber event.

Civil Service Local is committed to ensuring that wherever possible our events are accessible to all participants. If you have any specific requirements, please let us know and we will endeavour to make any reasonable adjustments.

Civil Service Local **better opportunities** for civil servants, **better services** for the public, **better value** for money