

This document outlines the steps to complete an Employee Development Process (EDP) with your employee. All resources list are available at www.bluewaterhealth.ca/EDP

1. Setting the Appointment with your employee

- Schedule EDP date for employee.
- Complete the “Letter – Management to staff”. The letter helps employees understand the steps and documents they need to complete.
- Send letter to the employee 2 to 4 weeks prior to the appointment. The staff will need this time to complete the Employee Competency Assessment Questionnaire (ECAQ) and draft their learning goals for the Personal Development Plan (PDP).

Note: the employee is required to bring their completed ECAQ and draft ideas on their PDP, and either email to the manager or bring the documents to the development conversation.

2. Preparing for the development conversation with your employee

- Complete the ECAQ in full prior to meeting with the employee.
- From your assessment during the ECAQ and other changes or initiative within your area or within the hospital consider what areas you recommend the employee could develop/learn.
- Prepare to share your ideas during your conversation with the employee’s for their PDP.
- Save both documents on your computer for access during the development conversation.

3. The Development Conversation – A Focus on Development

- Open your saved ECAQ and PDP.
- Facilitate the development conversation and develop a final ECAQ that incorporates the input of the manager and employee.
- Utilize ideas generated by the ECAQ, incorporate practice or unit changes, and reference the Development Ideas Reference Tool (DIRT) to complete the PDP.
- Print and sign a hardcopy of the ECAQ and PDP.
- Send hardcopies of the PDP to HR.
- Enter the development goals in the survey monkey link located at the bottom of the PDP.

Note: Signature represents conversation occurred. If manager and employee do not agree on final ECAQ, have employee sign documents and identify the discrepancy. Send both the employee and manager’s copies to HR.

4. Post Development Conversation

- Check in periodically with the employee to review the progression of the PDP development goals