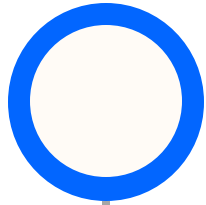# Talent Development Process & Toolkit
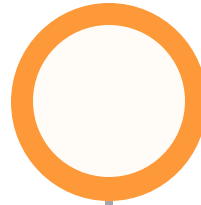
# Review the Roadmap for Succession Planning-Talent Development Process

Successors Onboarding

- Build understanding & commitment
- Explore the Tools & Process
- Strengthen Capability and Confidence in executing the process
- Foster strong relationship

Individual Development Plan Creation

- Explore how to leverage strengths
- Identifying development gaps
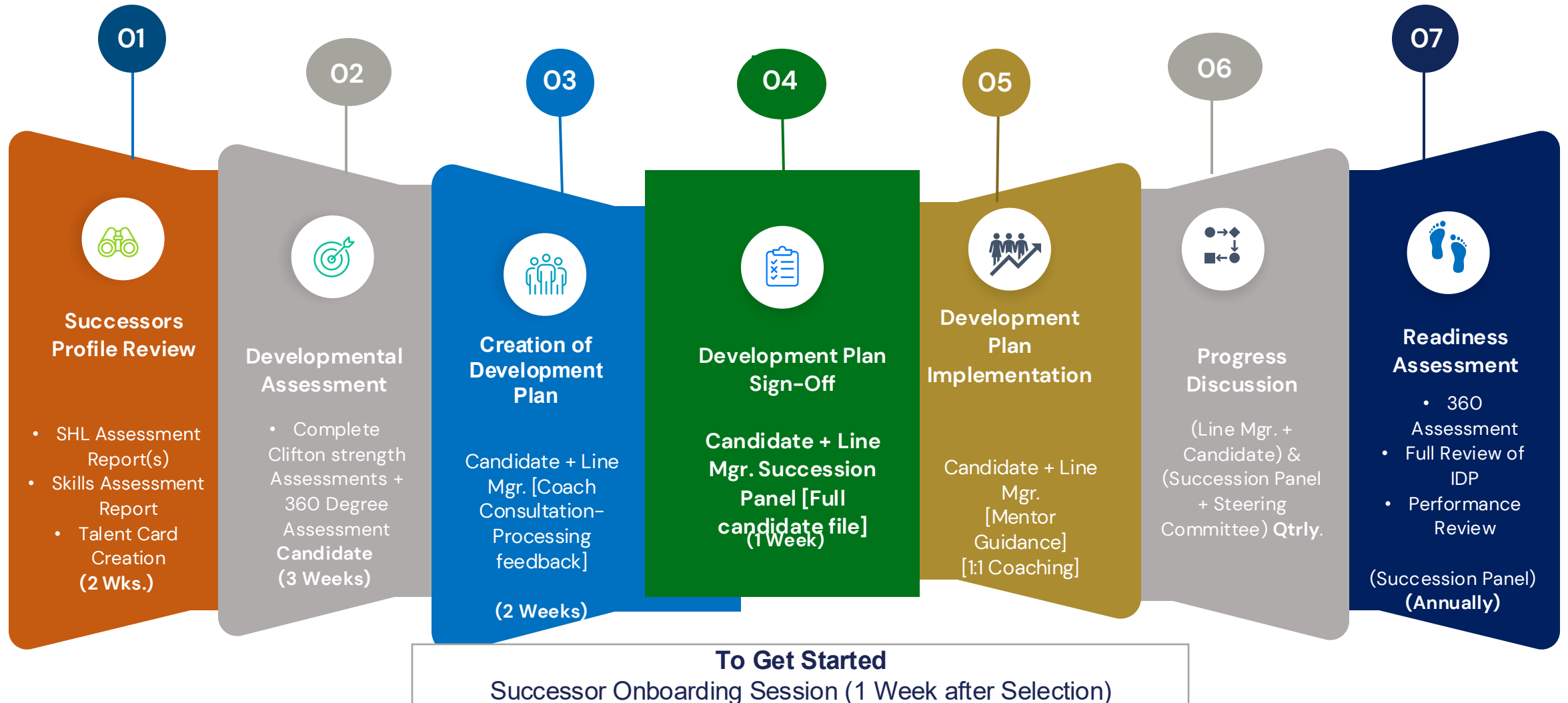- Using tools and feedback to inform plans.
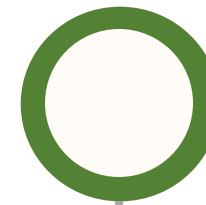
Individual Development Plan Implementation

- Timelines
- Progress updates
- Readiness Assessment

The following slides will provide targeted guidance when creating and implementing your development plans and tools to support your execution.

Succession Planning –Targeted Development

Core approach to accelerate candidates' readiness for key roles.

01

Successors Profile Review

- SHL Assessment Report(s)
- Skills Assessment Report
- Talent Card Creation

(2 Wks.)

02

Developmental Assessment

- Complete Clifton strength Assessments + 360 Degree Assessment **Candidate (3 Weeks)**

03

Creation of Development Plan

Candidate + Line Mgr. [Coach Consultation– Processing feedback]

(2 Weeks)

04

Development Plan Sign–Off

Candidate + Line Mgr. Succession Panel [Full candidate file] (1 Week)

05

Development Plan Implementation

Candidate + Line Mgr. [Mentor Guidance] [1:1 Coaching]

06

Progress Discussion

(Line Mgr. + Candidate) & (Succession Panel + Steering Committee) **Qtrly.**

07

Readiness Assessment

- 360 Assessment
- Full Review of IDP
- Performance Review

(Succession Panel) **(Annually)**

To Get Started
Successor Onboarding Session (1 Week after Selection)

Step 1: Success Profile- **Talent Card**

What is this?

A concise profile of employees skills, performance and experiences.

- ## Who should complete?
  - o Candidate supported by Line Manager

- ## When?
  - o This is completed after candidate selection panel in the succession pool
  - o **2 Weeks** after Successors Onboarding

Talent Card

Introduction: How to Use This Template

The Talent Card is a concise, at-a-glance profile that captures candidates' skills, performance, and experiences. It is designed to support evidence-based discussions and the creation of targeted development plans. This Talent Card is completed jointly by the candidate and their Line Manager to ensure a balanced, accurate, and well-rounded view of the individual's capabilities.

This document is completed after recruitment into the succession pool. The talent card details will inform the development plans. Candidates will replace the text in dark grey with their information. When complete, delete all introductory or example text and convert all remaining text to black.

Employee Information

Employee Name	Jane Doe	Insert photo here (Optional)
Current Position	Manager, HR	
Ministry/Portfolio	Ministry of Health	
Manager Name & Title	Nadia Smile, Director HR	
Time in Current Position	3 years	
Time in organization	7 years	

Employee Career Goals

Aspirational Career Goals	Senior Human Capital leader with strategic oversight of a department.
Willingness to Move across Ministry/Portfolio (If Applicable)	Yes or No
Key Role Interests	Director, Human Resources
	Chief Human Resource Officer

Professional Experience and Education

Previous Experience (Internal)	• HR Manager (2022- 2025)
Previous Experience (External)	• Snr. HR. Mgr. (2019- 2022) • HR Coordinator (2015- 2019)
Education	• MBA Business Mgmt.- Roberts University • Bachelors in Education- University of the W.I.- Trinidad
Credentials/Certifications	• SHRM • CIPD Fellow

Step 2: Developmental Assessment

What is this?

This added level of assessment will support the successful candidates in deepening their awareness through a 360-degree assessment and the Cliftonstrengths assessment. Candidates will have a holistic perspective on their behaviours in key competencies which will help them to prioritize their development goals.

Who should complete?

- Candidates + selected responders

When?

- Within six (6) weeks of entering the succession pool.
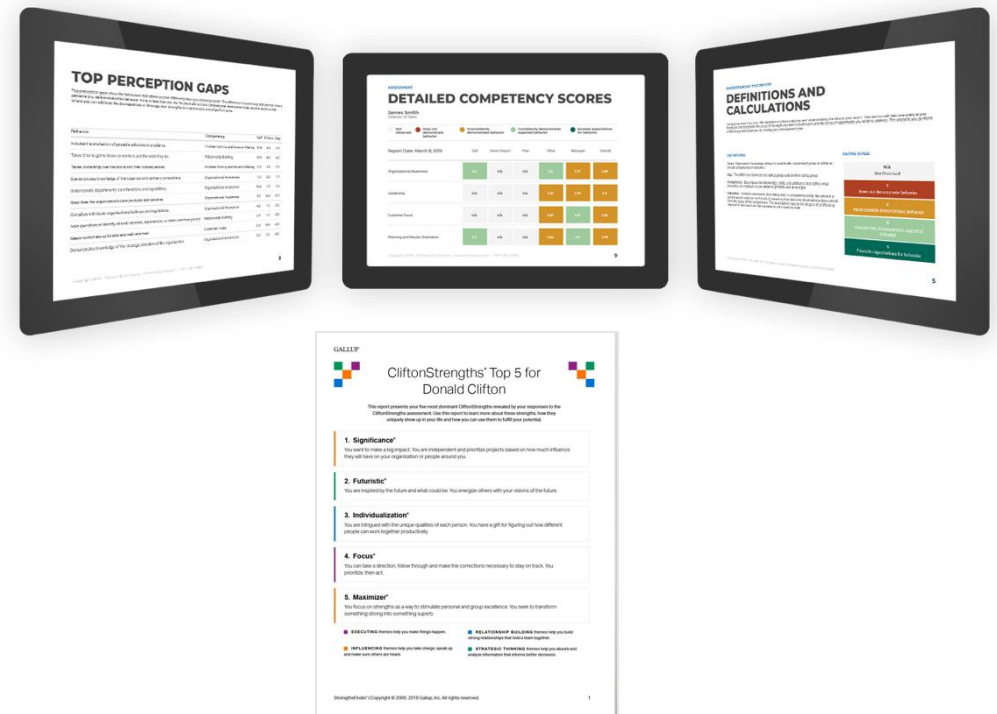
Who will provide access?

- Candidates will be provided with the required links for these assessment.

Who will manage?

- This will be managed centrally

SAMPLE

Step 3: Development Plan

What is this?

This development plan outlines the targeted strategies and interventions designed to close identified gaps and accelerate the candidate's readiness for key roles. It serves as a critical tool for mapping the candidate's path to readiness, establishing milestone goals, and ensuring continuous progress through a strong feedback loop.

Who should complete?

- Candidate in partnership with candidates line manager *(Coach Consultation will be made available)*

When?

- Within eight (8) weeks of entering the succession pool.

What should be included & Resources to use?

- Candidates details
- All Assessments including 360
- Skills Audit Assessment & SHL Report

SAMPLE

Individual Development Plan Template

Employee Information

Employee Name	Jane Doe
Current Position	Manager, HR
Ministry/Portfolio	Ministry of Health
Date of Completion	October 12, 2025
Future Role	CHRO
Job Family	HR
Person's Completing Plan	Jane Doe & Nadia Smile

Strengths

Strengths	Insights
Demonstrated strong skills and high levels of expertise in crafting, implementing and embedding strategic recruitment models in organizations.	This is useful, since it aligns with my experience over the years developing and implementing recruitment approaches in a number of organizations.

Individual Development Plan

#	Competency	Development Objectives	Development Activity	Success Measure	Timeline
1.	Strategic Workforce Planning	Anticipates departments workforce needs and align talent strategies with organizational goals.	(i) Workforce Analytics and Planning Workshop (ii) 3-Weeks Job Shadowing Assignment with HR Advisor	Draft a Strategic Workforce Plan for a business unit or department	January 7, 2026– May 10, 2026
2.					
3.					

Step: 3b. Development Strategy Toolbox

What is this?

This strategies toolbox outlines possible interventions to be selected to hone key competencies. It's a practical strategy guide built on the principle that leadership development is heavily built through experiences. This toolbox will showcase Core Leadership Competencies and the Civil Service College suite of programmes and a variety of development options that could be leveraged to support the candidates development. Click here for more details.

Step: 4. Development Plan Sign-off

What is this?

Before implementation, all candidate development plans must be vetted and approved by the Ministry's designated Succession Panel or the Centrally Managed Succession Panel. This ensures the plans are aligned, achievable, and support strategic talent development goals.

Who are required to sign?

o Succession Pool Candidate

o Line Manager

o Ministry Succession Panel/Centrally Managed Panel

When should this be done?

o One (1) week post submission

SAMPLE

Sign-Offs

SIGN-OFF			
Role	**Name**	**Signature**	**Date**
Employee (Candidate)	Jane Doe	*JDoe*	October 15, 2025
Line Manager	Nadia Smile	*Nadia Smith*	October 15, 2025
Ministry Succession Panel			

Step: 5 Development Plan Implementation

What is this?

All signed off development plans should be executed as planned with milestone achievements clearly mapped and assessed. Accountability steps include quarterly reviews, which will be included in the Performance Management cycle. Discussions will also be led at the Ministry Succession Panel and the Succession Planning Steering Committee levels.

Who is responsible for implementation?

- o Candidates, their line managers and CHROs *(where applicable)*

How will the implementation be tracked?

- o The candidates line manager will integrate development plan into performance agreement, provide coaching and feedback, document feedback and progress in check-ins.
- o CHROs will ensure implementation of plans and monitor development plans and update succession panels *(where applicable)*.

What if the development plan is not executed as per signoff?

- o This information will be shared with the Succession Panels who will advise on next steps.

Progress Update

#	Competency	Developmental Activity	Review Process (How will the candidate be supported)	Progress Update
1.	Strategic Workforce Planning	(i) Workforce Analytics and Planning Workshop (ii) 3Weeks Job Shadowing Assignment with HR Advisor	Line Manager Weekly Check-In during implementation Mthly Feedback session with HR Advisor, Line Mgr. & Candidate. Update in PM schedule check-in	Feb 10, 2026- Workshop completed. Candidate will be developing the Strategic Workforce project plan with milestone deliverables.
2.				
3.				
4.				
5.				

Step: 6 Succession Plan Progress Discussion

What is this?

This accountability step helps the organization assess key role coverage, candidate readiness, and potential talent risks, enabling informed decisions to strengthen leadership continuity.

Who is involved?

o Succession Panels & Steering Committee

How frequently will this be done?

o Quarterly

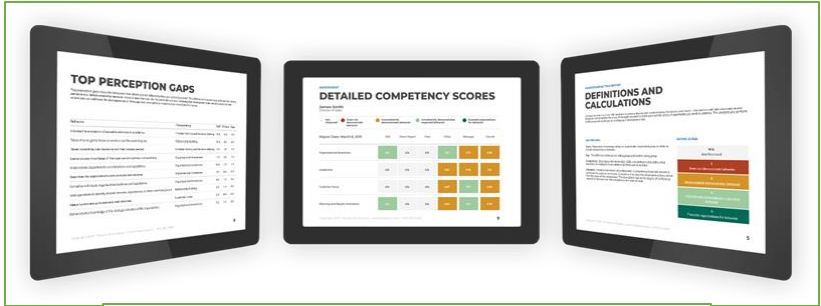# **Step: 7** Readiness Assessment

What is this?

This is a step to see how ready the candidates are to assume the role they are groomed for and will inform workforce planning. It will consider, 360 Assessments, Performance Reviews and execution of development plans and evidence to indicate the desired competencies are now developed.

Who is involved?

o Succession Panels & Steering Committee

How frequently will this be done?

o Annually

#	Competency	Developmental Activity	Review Process (How will the candidate be supported)	Progress Update
1.	Strategic Workforce Planning	(i) Workforce Analytics and Planning Workshop (ii) 3Weeks Job Shadowing Assignment with HR Advisor	Line Manager Weekly Check-In during implementation Mthly Feedback session with HR Advisor, Line Mgr. & Candidate. Update in PM schedule check-in	Feb 10, 2026- Workshop completed. Candidate will be developing the Strategic Workforce project plan with milestone deliverables.
2.	Talent Management & Succession Planning	Attend Talent Review Meeting within Dept. Complete Succession Planning eLearning Module	Bi-weekly coaching with Line Manager Monthly Engagement with Mentor & Project Lead Progress tracked in PM check-in	eLearning Module completed- May 2026 Currently involved in Talent Review Discussions + supports the execution of Talent Development Process + strong understanding and execution of process + full engagement with key stakeholders
3.	Employee Engagement & Culture	Lead Employee Engagement Survey Analysis for unit+ engage unit team on survey results Identify key action and implement same with success measures to improve engagement survey results	Weekly updates with Engagement Lead Monthly feedback with HR Advisor/Mentor Update in PM schedule check-in with Line Mgr.	Survey analysis was completed + unit was engaged- the unit rated the engagement activity as highly effective Action to develop a flexi-work approach was identified and implemented

Candidate Support

Successors' Onboarding

- Build understanding & commitment, confidence
- Tools & Process Knowledge
- Foster strong relationships

Coach/ Mentor

- 1:1 Signature Executive Coaching
  - 6 Sessions
  - Blanchard Caribbean
- Assigned Mentor

Integrated Learning

- Formal Learning
- **Experiential/On-the-job**
- Social Learning (Peer Learning)

Check-Ins Mapped to PM Cycle

Quarterly Check-ins mapped to PM Process to ascertain progress against targeted interventions.

Accessibility- Talent Development Process & Tools – Civil Service College Website (input webpage address here)

If you need additional support please reach out to your Line Manager or Sheena Thompson sheena.Thompson@gov.ky , Management Advisor for Succession Planning for additional guidance.

Additionally, please see:
Link for Succession Planning Policy
Link for FAQ

Privacy Notice: 360 Review

The Civil Service College respects your privacy and takes care in protecting your personal data. As a data controller, we comply with the Cayman Islands Data Protection Act (2021 Revision).

What personal data we collect?

We will collect your contact details (name, work email) in order to facilitate your voluntary participation in the 360 Review program.
Our third party contractor will also collect your contact details (name, work email), as well as personal data of the person being evaluated, in the form of personal opinions submitted by colleagues. As a data controller, our contractor will comply with all requirements of the Data Protection Act (2021 Revision). More details about the contractor's privacy programme can be found here: https://hr.mcleanco.com/terms/privacy

Why do we collect this information and what do we do with it?

We need to collect, use, and store your personal data in order to provide employees with a mechanism to give and receive meaningful, relevant feedback to support the ongoing development of employees. Our legal basis for the collection of your personal data is for a public function, and legitimate interests in the development of our employees.
We may also produce statistics on the total number of feedback opportunities attained by employees, but this does not include any personal data about you or the specific details of your participation.

Who has access to your personal data?

One staff member of the Portfolio of the Civil Service will receive a copy of the final aggregated/themed report, with the specific comments removed. Our contractor will also have access in order to facilitate the programme.

How long do we hold your personal data?

Personal data are held in accordance with an approved Disposal Schedule.

What are your rights? You have the right to:

• Ask for any incorrect information we hold to be put right.
• Ask us not to use your personal information any more.
• Ask us to delete your personal information.
• Request details of the information we hold about you.

Still have data protection questions? Please contact the Portfolio of the Civil Service Information Manager at FOI.POCS@gov.ky

Last updated: November 14, 2025