



12-month Support and Development plan - Volunteer Brigade Leader

PRIVATE AND CONFIDENTIAL

Name:

Date of commencement:

Reminder: This document will be a living document for 12 months, and it will be referred to over the course of the time in the position. Group Manager to save in a confidential location.

12-month Support and Development Plan

A collaborative approach between the Volunteer Brigade Leader and the Group Manager.
Completed upon appointment and annually thereafter.

When to use

Complete this plan as part of the [Volunteer Brigade Leader Annual Support and Development](#) discussion between the Volunteer Brigade Leader and the Group Manager. When undertaking support and development plan creation for a Deputy or 2IC, the Chief Fire Officer, Controller or Brigade OIC should be involved in this process with Group Manager support.

Set up to 4 Goals in your plan. Your support and development plan will be agreed for the next 12-month period.

Instructions for use

Progress scales: Draw on each scale to map your progress.

You and your manager will both indicate where you currently sit on the scale, and you will set a target for the next 12 months together. Set a maximum of 4 goals for the next 12 months in your new role.

Example:



Part A - At Plan Development Leader Details

Complete this Support and Development Plan with your Manager(s) annually during your term as Volunteer Brigade Leader

Brigade Leader Name:		Position:	
Brigade:		Manager Name:	
Start Date in Position:		Annual Plan Date (12 months):	
How often/when will we check-in on this plan?			

Agreed Support & Development goals for the Volunteer Brigade Leader (Max of 4)

What are the desired goals for the next 12 months? Use the "Example Goals and Pathways" guide for inspiration. Both the Volunteer Brigade Leader and the Group Manager fill in the scale to gauge current level and indicate desired outcomes.

Goal	Scale
1.	<p>Further Development Needed Highly Developed</p>
2.	<p>Further Development Needed Highly Developed</p>
3.	<p>Further Development Needed Highly Developed</p>
4.	<p>Further Development Needed Highly Developed</p>

Action Plan	
<i>Outline activities that are going to help achieve the Volunteer Brigade Leader's support and development goals.</i>	
Goal #	Action Plan
1.	
2.	
3.	
4.	

Feedback and Progress		
<i>What is the Volunteer Brigade Leader's progress in achieving their goals? Use regular check-ins.</i>		
Goal #	Status and comments	Date of check in
1.		
2.		
3.		
4.		

Part B - At Plan Development		Approval
<i>I confirm that his document has been developed by the Volunteer Brigade Leader and supported by the Group Manager.</i>		
Volunteer Brigade Leader's name	Signature	Date
		Click or tap to enter a date.
Group Manager's name	Signature	Date
		Click or tap to enter a date.

End of Year Conversation/Term Review

Part C - Complete at end of year/term	Discussion
ONLY complete this end of year/term review with your manager(s)	
Summary of discussion	
Decisions	
Next steps	

Consultation Links

QR Code and link to feedback survey:



Link: <https://forms.office.com/r/24fknismHp>

Or email EkeTaumata@fireandemergency.nz to place feedback.

See other guidelines and supporting documents:

[Recruit for a Volunteer Brigade Leader](#)

[Volunteer Brigade Leader Annual Support and Development](#)

[Volunteer Brigade Leader Renewal](#)

[Volunteer Brigade Leader Non-Renewal](#)

[Core selection criteria - Volunteer Brigade Leader](#)

[Volunteer Brigade Leader position description](#)

[Deputy Volunteer Brigade Leader position description](#)

[12-month support and development plan - Volunteer Brigade Leader](#)

[Group Manager checklist at end of term - Volunteer Brigade Leader](#)

Brigade feedback on shortlist applicants:

[Option 1 - Using core selection criteria](#)

[Option 2 - Values alignment](#)

[Option 3 - Current process](#)