



# My Furlough Development Portfolio

Name:

Job title:

Furlough commencement date:



# Welcome

Whilst you are on furlough leave, we want to provide you with an opportunity to make the most of this time and work towards your own continuing professional development.

During furlough, you remain a very important part of the business, you remain employed and are still part of the team. We believe in investing in you and always strive to ensure that those in our team not only develop their skills and technical abilities, but also develop as a person; so personal development, leadership skills and mental health are of significant importance also.

Every team member during furlough, will have a differing amount of time to spend on their own development and training, many driven by personal circumstances at home, but also by the roles we are in or our own drive to develop ourselves.

We need to find opportunities and positives in what we are facing in the current climate. Being placed on furlough does not mean you are not important, we hope you will see, it is because you are hugely important, we care about each and every person in the team and the business as a whole.

We would therefore like to make the most of the Government guidance that says training is not only acceptable during furlough, but actively encouraged.

Using this plan, we would like you to reflect upon your current role and where you would like to develop further. We would be delighted to see you grow both professionally and personally during this time.

Training can take many forms and we all learn in different ways, so please choose the learning that works best for you. Whilst we are isolating at home, you will be unable to develop and learn by job shadowing or attending face-to-face courses, but instead you will be able to conduct research, do some reading or watch a video or webinar.



**Research**



**Read**



**Watch**

Writing notes is always a good way of consolidating your learning and can be used as a reference point for when you come back to work. It is important that you document what you have learnt, so you can put your learning to good use upon your return to work.



**Write notes**

**Recommended statutory training  
requirement for role**

# My analysis of my training needs...

**What do I hope to get out of my period of furlough leave?**

**What gaps do I feel I have in the job I am in today?**

**What gaps do I believe I have with my personal development and leadership skills?**

**What would I most like to see on my development plan and include in my portfolio?**

Insert Line Manager's name:

## My training needs analysis of you...

What gaps do I feel you have in the job you are in today? (Please provide examples)

What personal development do I feel you would most benefit from? (Please explain)

What would I most like to see on your development plan and included in your portfolio?

# My furlough development plan

This section is to be completed by your Line Manager. This section will provide you with a development plan, based on the training needs analysis undertaken previously in this document, which you can work through during your furlough leave.

Upon completion of this section, your Line Manager will discuss this plan with you. Once the development plan is agreed by yourself and your Line Manager a weekly meeting will be set up for you both to discuss the progress of your training and development.

Obj. no.	Development need identified	Priority (H, M, L)	What will my training include?	Date completed

Whilst conducting training and development identified in this development plan, you must complete your portfolio of evidence to provide you with a reference point for your return to work of the learning you have undertaken.

# My portfolio of evidence

(Please complete one sheet for each development need identified)

Objective no.

Development need:



Please explain below what training you undertook in the area of the development need identified, what you have learnt and any future training you feel you may need.

## Reference points

Please detail here references to remind you of where you found useful sources of information for what you have learnt.



What have I read?



Where did I find good sources for my training research?



What did I watch/which webinars did I attend?