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**From:** Sally Smith [GRO]  
**Sent:** Wed 08/05/2013 2:27:40 PM (UTC)  
**To:** Tony Newman [GRO]; Kim Abbotts [GRO]  
**Subject:** FW: Training and Development - People Plan Workstream  
**Attachment:** Security Team Skills Matrix (V2003A).xls  
**Attachment:** Training and Development record and request Instructions April 2013.doc

Guys,

Can you book a slot in with me to do yours.

Thanks,  
Sally

Sally Smith | Senior Security Manager

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**From:** Andrew J Scott  
**Sent:** 19 April 2013 14:33  
**To:** Andy Hayward; Colette A Mcateer; Darrell Kennedy; Dave Pardoe; Elaine Spencer; Jayne Bradbury; John Bigley; Keith Gilchrist; Rob King; Sally Smith; Tony Newman; Kim Abbotts; Sue Hanson; Joanne Hancock; Dave Z Wood; Nicole Dummett; Toni Sless; Katie Barber  
**Cc:** Andy Baker1; Kevin Ryan; Christopher G Knight; Ashlie Colman; Jacqueline Morris  
**Subject:** Training and Development - People Plan Workstream

All,

As you will have read in the Weekly Newsletter we have now completed the production of the Training and Development Skills Matrix and team members should complete one as part of their 121's with line managers. Therefore can you please start to use the attached matrix from the next 121 you hold with your direct reports? Submitting the form by clicking the black button "Email training record" will enable us, at the end of May, to analyse and evaluate the training and development needs of the team from which the T and D strategy for the next year/ 18 months will be formulated.

The instruction procedure is also attached but if you have any questions about using the matrix either before, during or after 121's please do not hesitate to contact myself or any of T and D workstream members below who will be happy to help.

Tony Newman – GRO  
Andy Baker – GRO  
Christopher Knight – GRO  
Kevin Ryan – GRO  
Ashlie Colman – GRO

Regards

Andrew

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