

## Message

**From:** Andrew J Scott [GRO]  
**on behalf of** Andrew J Scott [GRO]  
**Sent:** 04/02/2013 11:34:31  
**To:** Tony Newman [GRO] Joanne Hancock [GRO] Toni Sless  
[GRO] Kim Abbotts [GRO] Dave Z Wood  
[GRO] Sue Hanson [GRO] Katie Barber  
[GRO] Andy Hayward [GRO] Sally Smith  
[GRO]  
**CC:** John M Scott [GRO] John Bigley [GRO] Dave Pardoe  
[GRO] Rob King [GRO] Kevin Ryan [GRO]  
**Subject:** People Plan - Training and Development  
**Attachments:** Security Team Skills Database (draft V2) Jan 2013.xls

All,

As part of the People Plan Strand for training and development please find attached a draft skills matrix (based on data capture from July 2012) which has been updated to also show the whole team by People Plan strands. In order to capture everyone's training and development requirements we are asking for these not only by people plan workstreams but also operational work strands. Please reply by the end of February by amending any of the column headings in "G" to "AK" or adding further columns on the attached. Alternatively, just send either Kevin Ryan or myself an email with the suggested headings (training requirements) you wish to be included. It doesn't matter if you reply with something that may fit in another plan/strand as we will amalgamate the responses into a single matrix. The intention is to use this Skills matrix to support team members and line managers in their 121 discussions and to maintain an accurate record of the team's ongoing development needs.

Please do not hesitate to contact me if you have any questions or wish to discuss further.

Thank you.

Andrew



[GRO]

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