Message

From: Rob King [_____GRO_____]
on behalf of Rob King [_____GRO_____]
Sent: 18/06/2013 15:19:51
To: Andy Hayward [_____GRO_____]
CC: Andrew Daley [_____GRO_____] Helen Dickinson [_____GRO_____] Dave Posnett [_____GRO_____]
Subject: FW: People Plan Training and Development - Nine box model.
Attachments: Nine Box Model 130613 (2).xls; Copy of Security Team Skills Matrix (V2003A).xls; Training and Development record and request Instructions April 2013.doc
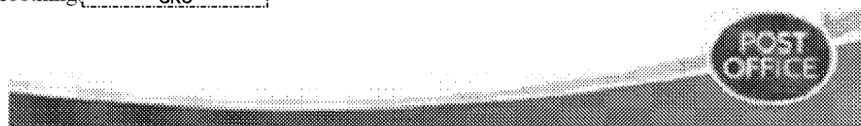
All,

As part of our 121 process, could you complete the Ninebox model save it and send it to me I will then forward it on to Tony Newman. Additionally the skills matrix needs to be completed. I am assuming we can do this remotely!!!! If not we can complete on next face to face. Andrew need to fix up a date for yours

Cheers

Rob

Rob King I Senior Security Manager Operations

Security Team, [_____GRO_____]
[____**GRO**____]
rob.king [____GRO____]

From: Andrew J Scott
Sent: 14 June 2013 14:03
To: Andy Hayward; Colette A Mcateer; Darrell Kennedy; Dave Pardoe; Elaine Spencer; Jayne Bradbury; John Bigley; Kevin Ryan; Rob King; Sally Smith; Tony Newman; Kim Abbotts; Sue Hanson; Joanne Hancock; Dave Z Wood; Nicole Dummett; Toni Sless; Katie Barber
Cc: Andy Baker1; Christopher G Knight; Ashlie Colman; Jacqueline Morris
Subject: People Plan Training and Development - Nine box model.

All,

As an ongoing part of the Training and Development strand of the People Plan please find attached a nine box model that should be completed in conjunction with your direct reports at their next 121. As with the Skills Matrix this is intended to identify any training requirements and skill enhancements your team may need as part of their future development.

The nine box model will be collated centrally and all responses will be treated in strictest confidence.

Instructions for completion:-

- Open the attachment and enable macros
- Direct reports should select their name from the drop down list
- They should then select one of the nine boxes which best describes how they view themselves.

- The model will then ask them to confirm their selection before bringing up their line managers name.
- The model will then bring up a similar confirmation box for their line manager to make their selection.
- If both parties agree on the selections the line manager clicks 'Yes' and this will email the result to a central point. If the line manager clicks 'No' it returns to the start page for input again.

In Issue 27 of the Security Newsletter we indicated that a line manager surgery session would be held for those who haven't completed one of these before but it is felt more appropriate if you contact either Tony Newman on [GRO] [GRO] or [GRO] or myself on the numbers below if you require any help or assistance regarding the completion of the model.

Regards

Andrew J Scott I Security Programme Manager

[GRO]

[GRO]

andrew.j.scott [GRO]