

Personal Development Portfolio

**“Getting the best out of your people”**

*Peer learning*



**Welcome to your Good Employment Learning Lab portfolio!**

This portfolio is designed to support your personal development from participating in the [Good Employment Learning Lab](https://www.mmu.ac.uk/business-school/research/tgell/). Our aim is to help line managers to improve their everyday practice in relation to three key line management challenges:

1. Recruiting and managing a secure and agile team
2. Fostering teamwork for innovation
3. Harnessing skills and potential

We have developed training to support you to tackle these challenges more effectively. Specifically, we are offering masterclasses, peer learning groups, and one to one skills coaching. You might attend one or more of these, and for one or all three of the management challenges, as you can tailor the training to your own development needs.

We will research how effective these are in developing people management skills for different line managers in different contexts. Our aim is to find out ‘*what works, for whom, when, where and why*’ so that organisations and training bodies can target investment to effectively develop line managers.

**How to use this portfolio**

This portfolio is intended to be a developmental tool, as well as providing us with important evaluation data. It is a place for you to record your notes, reflections, and actions from attending the three peer learning group meetings. You will also find links in the document to our [Wakelet resource bank](https://wakelet.com/wake/dpuXSuU9rXB_1_Lp1jJuD) that support the sessions. You should use it before and after attending the peer learning sessions.

As part of the project evaluation, you will be contacted by one of our research team to discuss your learnings from participating in the Good Employment Learning Lab around 3 to 4 months after completing your programme. The notes you make in this portfolio will help you recall your learnings. They can also be used to support your broader personal development, and feed into any existing performance and development activities that take place in your organisation.

If you have any questions about completing your portfolio, please contact the team: [goodemploymentlab@mmu.ac.uk](mailto:goodemploymentlab@mmu.ac.uk)

We look forward to meeting you!

**Participant name:** Click or tap here to enter text.

**Section 1 – Before your first session**

The management challenge that we are considering for this series of peer learning sessions is titled ‘Harnessing skills and potential’ or as we will refer to it in this portfolio “*getting the best out of your people*.” This topic is about supporting you to develop skilled and motivated teams to improve team and organisational performance and productivity. It includes considering how job roles are designed, what skills are in place in your team currently and what is needed, and what progression pathways are in place to support individual and team development. Line managers might also carry out career conversations to better understand the skills, strengths, and potential of their team. If you’re experiencing challenges or have opportunities in these areas with your team, your peer learning sessions will support you.

You can access the [GELL Wakelet resource bank](https://wakelet.com/wake/dpuXSuU9rXB_1_Lp1jJuD) if you’d like to explore the topic of harnessing skills and potential before joining your first peer learning session.

How would you rate your knowledge and skill level as a manager in getting the best out of your people before attending the peer learning session (1 low – 10 high)?

* Choose an item.

How would you rate your confidence level as a manager in getting the best out of your people before attending the peer learning session (1 low – 10 high)?

* Choose an item.

Why have you scored yourself that way?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What do you hope to obtain from the peer learning sessions?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What are your current management challenges in relation to getting the best out of your people?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

You will need to identify one management challenge to bring to the first peer learning group meeting. Please note this below.

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**Section 2 – After your first session**

We recommend completing the first four boxes as soon as possible after your peer learning session. Complete the final two boxes just before your second session.

What challenges and/or ideas did you discuss in the session? Did this change from what you intended to raise? (*if you did not present a challenge please move onto the question below*)

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What did you learn from hearing and discussing the issues other line managers in the peer learning group raised?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What actions did you commit to take forward as a result of the first session?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

How will you achieve this?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**In preparation for session 2**

What progress have you made against the actions from your first session? What has helped/hindered you with this?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What will you discuss with your peers at session 2?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**Section 3 – After your second session**

We recommend completing the first four boxes as soon as possible after your peer learning session. Complete the final two boxes just before your final session.

You can access supporting online resources in our [Wakelet resource bank](https://wakelet.com/wake/dpuXSuU9rXB_1_Lp1jJuD) to explore further content and ideas.

What challenges and/or ideas did you discuss in the session? Did this change from what you intended to raise? (i*f you did not present a challenge please move onto the question below)*

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What did you learn from hearing and discussing the issues other line managers in the peer learning group raised?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What actions did you commit to take forward as a result of this session?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

How will you achieve this?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**In preparation for session 3**

What progress have you made against the actions from your second session? What has helped/hindered you with this?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What will you discuss with your peers at session 3?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**Section 4 – After your final session**

We recommend completing the rest of the portfolio as soon as you can after your final session. Please return the portfolio to [goodemploymentlab@mmu.ac.uk](mailto:goodemploymentlab@mmu.ac.uk?subject=Completed%20peer%20learning%20portfolio) within two weeks of your final session.

Remember you can access supporting online resources in our [Wakelet resource bank](https://wakelet.com/wake/dpuXSuU9rXB_1_Lp1jJuD) to explore further content and ideas.

What challenges and/or ideas did you discuss in the session? Did this change from what you intended to raise? (*If you did not present a challenge please move onto the question below*)

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What did you learn from hearing and discussing the issues other line managers in the peer learning group raised?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

What actions did you commit to take forward as a result of this session?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

How will you achieve this?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

Did your group agree to continue with peer learning outside of the Good Employment Learning Lab? Why do you think this was the case?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**Section 5 – Your overall experience of all three sessions**

**Knowledge and skills**

What new knowledge and skills about getting the best out of your people have you picked up? (e.g. from the Wakelet resource bank, from talking to others or researching yourself).

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**Reflecting on how you manage**

Tell us about your overall reflections on how you get the best out of your people and how you could do it differently?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**Learning and sharing with others**

Tell us your experience of sharing your thoughts about getting the best out of your people (e.g. with people from the peer learning group, your workplace or social life).

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**Experimenting**

In the peer learning sessions, you identified what you could experiment with in terms of getting the best out of your people; what progress have you made since the final session?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

How did that work out? What has helped or hindered you?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

Tell us about any other experimenting with new ways of getting the best out of your people you have tried - or intend to try - following the peer learning sessions.

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

Are you more likely to keep experimenting following the peer learning sessions? Why is this?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**Evaluating your learning**

How would you rate your knowledge and skill level as a manager in getting the best out of your people after attending all three peer learning sessions? (1 low – 10 high)

* Choose an item.

How would you rate your confidence as a manager in getting the best out of your people after attending all three peer learning sessions? (1 low – 10 high)

* Choose an item.

Why have you scored yourself that way? (What has changed/not changed?)

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**And Finally!**

How was your experience of peer learning online?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

Would you have preferred face-to-face peer learning sessions (if that had been possible)?

Yes No

Is there anything else you would like to tell us about your peer learning experience?

Click or tap here to enter text. Please provide as much detail as possible in your response – the box will expand to accommodate your answer.

**Please return this completed portfolio to:** [**goodemploymentlab@mmu.ac.uk**](mailto:goodemploymentlab@mmu.ac.uk?subject=Completed%20peer%20learning%20portfolio)

**Remember your responses will be secure and anonymised to protect your privacy.**

**Thank you for your contributions! We hope you found the experience enjoyable and worthwhile.**