

The University of Manchester
Office of the Registrar and Secretary
LOCAL INDUCTION

Induction: Training and Development Plan

Staff name: _____ **Post:** _____ **Unit/Section:** _____

Training and Development Needs
Special to the Post
Customer Service
Information Technology
Clerical/Administrative
Management / Supervisory
(All new staff with responsibility for people complete the RSD Core Management Development Programme).

Agreed Action and Resources (To meet post and person needs)	By Whom	Target For Completion	Review Date

Line Manager: _____ **Post:** _____ **Date:** _____