



Staff in Confidence with first entry

Adult Review and Development Plan

Member's Name:	Appointment:
Contact Phone:	Section:
Scouting Manager:	Formation:
Records Check: I have reviewed my Extranet printout and there are/ are not amendments indicated on attached sheet.	

Purpose of Plan

Review of Appointment	Change or new appointment	Change in Duties
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Plan Period: From _____ to _____

Parts 1 & 2 (only) are optional for all new Members

1. **Self review** – Place a where you rate yourself

Development area	Excellent	Very Good	Good	Fair	Scout manager assessment
Personal Example (Duty to God, Promise & Law, Uniform)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work (working with Team members in your Formation and other Scouting Teams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership (eg working with others, style, delegation to youth members etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships (eg with other leaders, parents, community, youth members etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Development (eg development of knowledge skills associated with role)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational skills (eg activities have <u>you</u> arranged: camps, outings, special program nights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Progress and Achievement Review

What have you achieved in your role?
What do you believe you still need to do?
What personal development did you complete in the past 3 years (Scouting and non Scouting)?
Comment on your satisfaction with your current role including the support you have received.



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3. Plan for the Future

What are you going to achieve in your role in the next 12 months?

Goal 1
Goal 2
Goal 3

4. Personal Action Plan

What is it you would like to do for your own personal development and how can the Movement assist you to meet these needs?

I would like to do (including if change of role is requested):

The Movement can assist me by:

5. Scouting Manager's comments and recommendation (Renewal, Reassignment or Retirement):

If Re assignment or Retirement is recommended, detailed justification is required.

Member's comments if AR&DP is not accepted

Signature of Member:

Signature of Scouting Manager:

Date AR&DP completed:

Signature of Region Commissioner or Assistant Chief Commissioner as appropriate:

Appointments Committee use only	Date received
Closure – AR&DP placed on Member's personal file	