

# *A quick guide to* **TRAINING AND DEVELOPMENT PLANNING** *for New Zealand vegetable growers*



## **What simple practices can I implement to improve my approach to training and development?**

Here are a few simple steps that will help you and your employees get on the same page around training and development expectations.

### **1. Consider what goals your business has and what skills and capabilities you need in your team.**

- Are you meeting your minimum requirements?
- Do you want to do something new in the future?
- Do you have weaknesses you want to improve?
- Do you want to improve efficiency?

### **2. Identify what training and development goals you think apply to each area of your business and the employees working in those areas.**

- If you want to hire new staff and promote a current employee to a supervisory role, a goal may be to strengthen that employee's leadership and people management skills.
- If you want to improve the quality of harvest by, you could set a goal to enhance the confidence and quality of harvesting in your team within 12 months.

### **3. Work with your employee to assess their training and development needs.**

- Be transparent about business goals and the skills and capabilities needed to meet these.
- Discuss how they currently could meet those and / or how they could upskill to meet them.
- Explore their career goals and how opportunities could align to these.
- Explore training and development options on the GoHort Website ([www.gohort.co.nz](http://www.gohort.co.nz)) with your employee and together come up with a plan that aligns to business goals.

### **4. Support your employee to carry out their training and development plan, and monitor the results.**

- This may involve helping them secure funding to cover fees, offering financial support in exchange for a commitment to stay with the company for 12 months, sharing scholarship opportunities, or encouraging participation in competitions like Young Grower.
- Check in with your employee on progress frequently.
- As appropriate, conduct a year end review.

