

**C W**

**Slide 1**

Hi... I am Catherine Whelan, the learning and development manager – welcome to your My Development Account.

As you know, the Management Development Programme spans 14 months and "My Development" has been designed to support you over the course of the PROGRAMME – by assisting you with the implementation of the learning.

As you are aware, you will be required to complete monthly to-do-activities as part of the Programme.

The activities will be based on the theme for the month.

You will be hearing more about this later from Declan Carville.

This image you see here is the HOME Screen and this can be reached at any time, from any part of the site.

On the Left hand side of the page you will see two sections.

Section one... Navigation – this allows you to view your profile, and activities.

Section Two... Settings – this link allows you to change your profile, such as upload a current photo or change your contact details.

What I would like to do now is INTRODUCE you to the four main areas of the site:

- Course information
- Manager toolkit
- Monthly to-do Activities
- Knowledge Sharing

Let us start with the Course information.

## **Slide 2**

If you click into the course information section, you will find;

- 1) Generic information about the Management Development Programme, including the schedule, updates, and monthly broadcasts.
- 2) Course materials from module one. All of the videos, slides, hand-outs, posters and outputs from workshops conducted can be found here. When module 2 is complete we will upload the materials from that workshop also.
- 3) A range of video guides on how to use your My Development site. You can return to the Home screen simply by selecting the large HOME button on the top right.

Please remember that "My Development" is a Live tool, you will be notified automatically by email of updates and additions on a regular basis. These emails will provide links that will bring you directly to the update or addition added.

To access any of the information in the section simply click on the area you want.

## **Slide 3**

Back on the home page we will select the Manager toolkit option this time.

## **Slide 4**

The manager toolkit section shows you all of the tools that are available. Currently the tools relate to the role of the FBD manager and communications.

Each month new materials will be added to this section building into a complete toolbox of the module one materials.

Next month we will add the "time management tools", and so on... in line with the schedule.

To view any of the materials, simply click on the area you are interested in.

Now let's go back to the home page...

### **Slide 5**

This time we will select the monthly to-do activities.

### **Slide 6**

In this section you will find a list of tasks and actions you need to complete each month.

A detailed overview of this month's actions will be provided by Declan Carville.

Each month you will be assigned a set of actions that have been designed to help you apply and embed the learning and tools from the workshop.

Again, you can navigate back to the home page by selecting the home button.

### **Slide 7**

The fourth section is knowledge sharing.

To access, simply click on the icon.

### **Slide 8**

The knowledge sharing section is where you can share and discuss your initiatives, experience and learning with other managers.

You can post a new discussion, view all discussions and responses, reply to a current discussion, or comment on a posting.

Please remember this is a live forum, whatever you post will be available for everyone to see (with your name against it).

### **Slide 9**

That is our brief journey through "My Development" complete.

Enjoy your continued learning!