

# Development plans



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Reliable overview of budget spending

User friendliness



Strengthen T&D consulting

Better content in training and development

Relevant and effective approval

Strengthening the role of superior in developing teams

Overview of training plan status

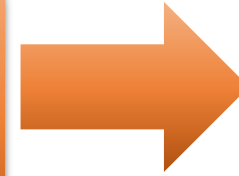
Nice and instructive course catalog

Agility / flexibility in planning

# Structure of T&D activities in myFOX

Automatically assigned in myFOX (BOZP, ESD, GDPR...) or based on work role – nominated by the superior (forklift drivers, first aid...)

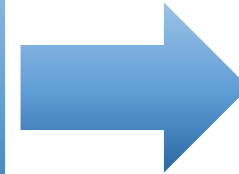
Legal trainings  
audits or trainings required  
by the employer



Assigned directly in myFOX

Self-study e-learning courses of internal trainings and “free” courses of up to 4hrs in duration

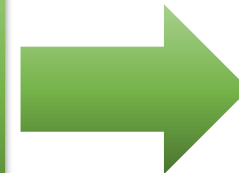
Freely available courses  
for self study and  
development courses



Assigned directly in myFOX

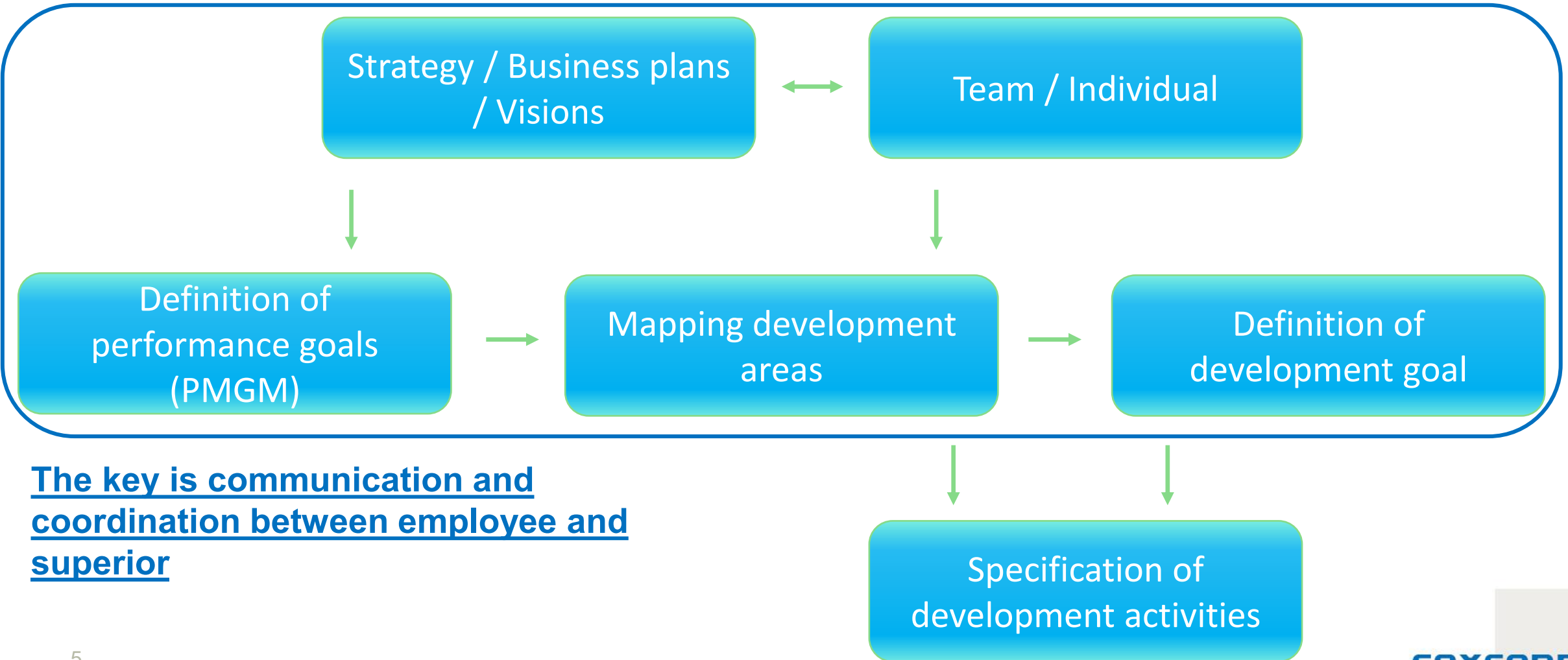
Educational and developmental activities which cost money or internal courses lasting longer than 4hrs

Development activities  
requiring approval



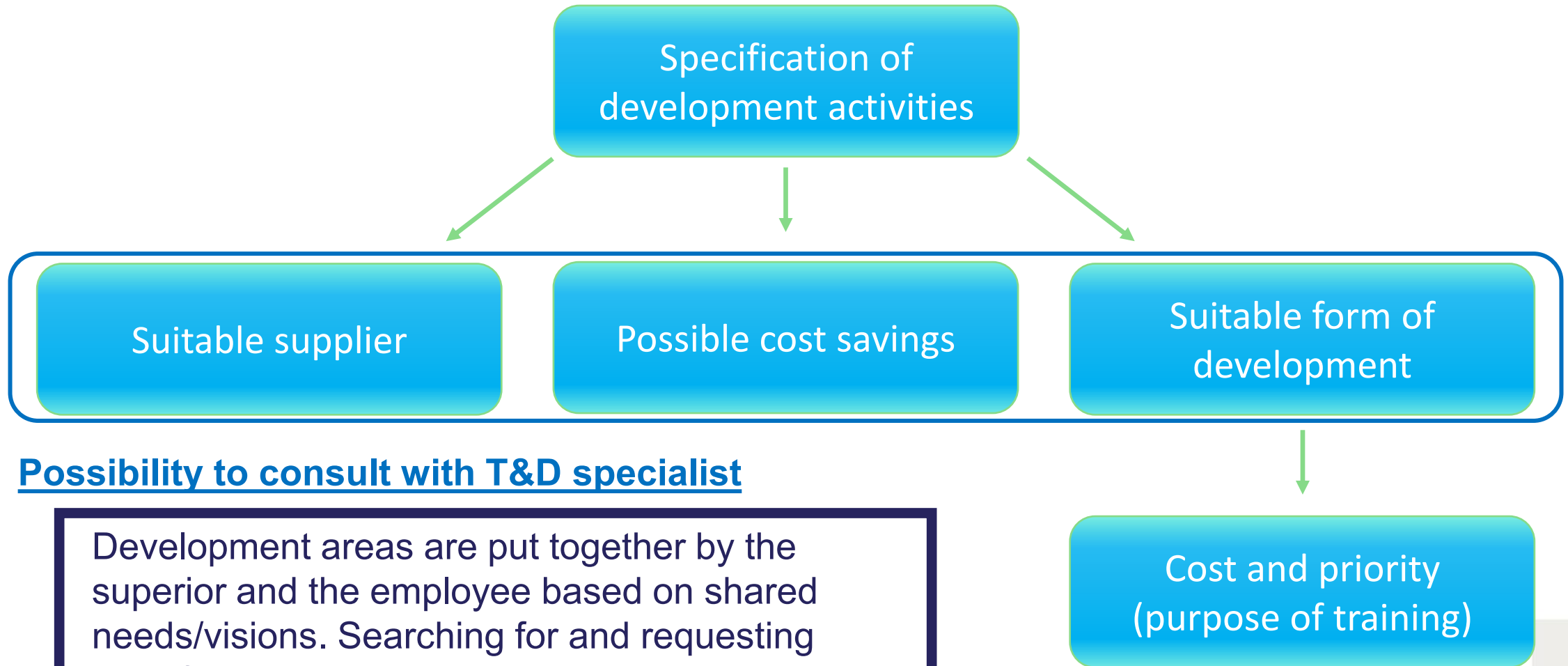
Employee puts them into their development plan.  
After approval, they are assigned in myFOX.

# What to consider when planning development?



The key is communication and coordination between employee and superior

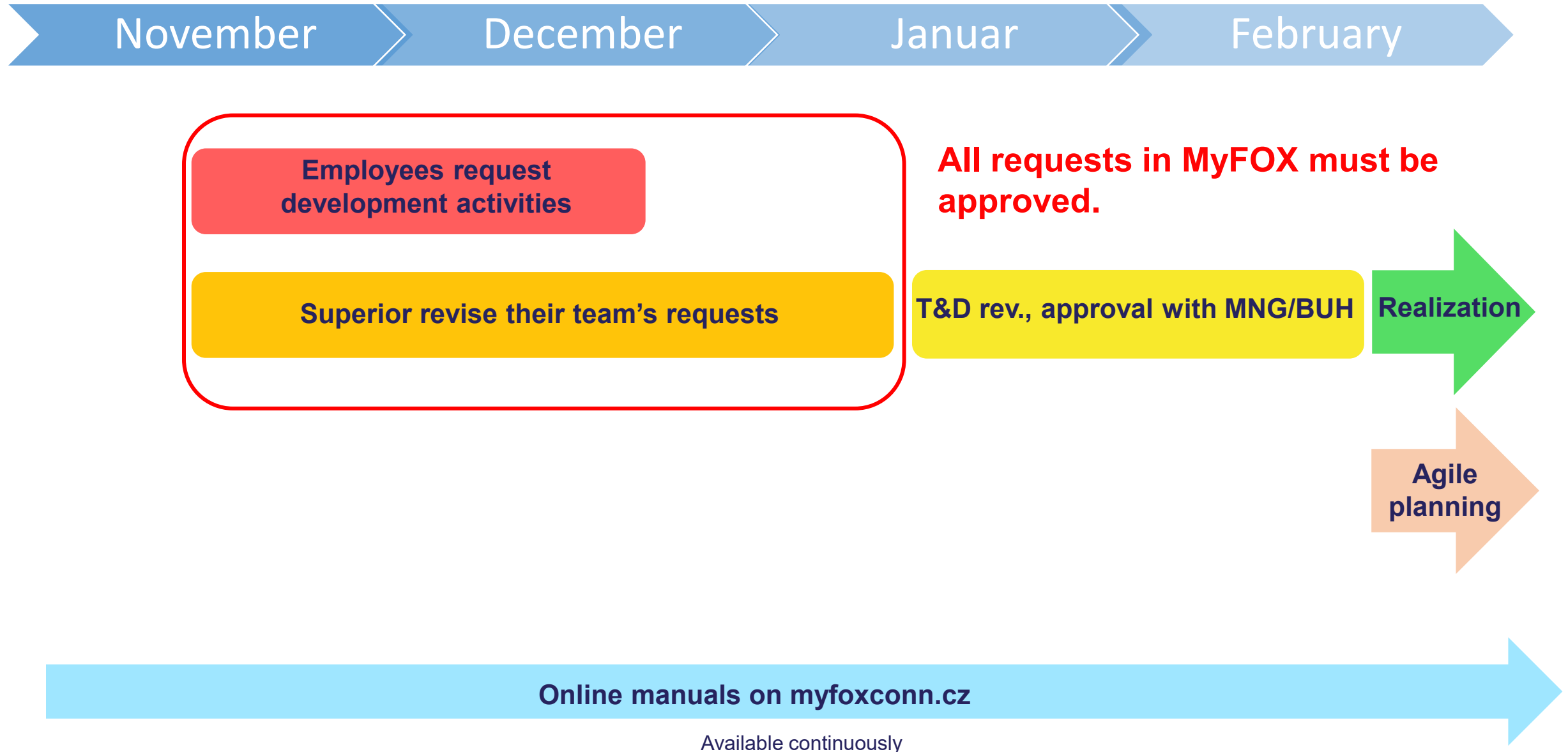
# Specification of development needs



## Possibility to consult with T&D specialist

Development areas are put together by the superior and the employee based on shared needs/visions. Searching for and requesting specific development areas is more a responsibility of the employee.

# Development plans - timeline



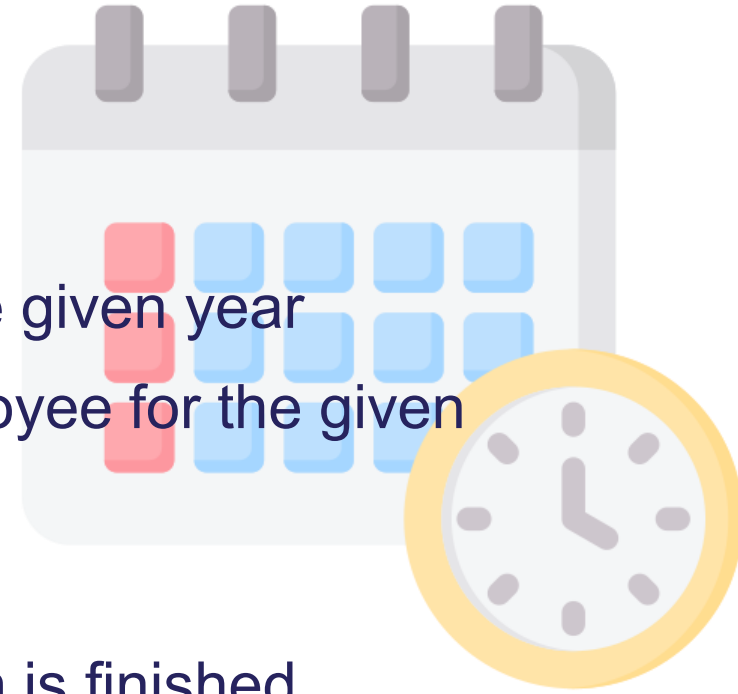
# Planning period

## Standard planning period

- Possibility to plan training and development activities for the given year
- Approved activities form the development plan for the employee for the given year.

## Agile planning

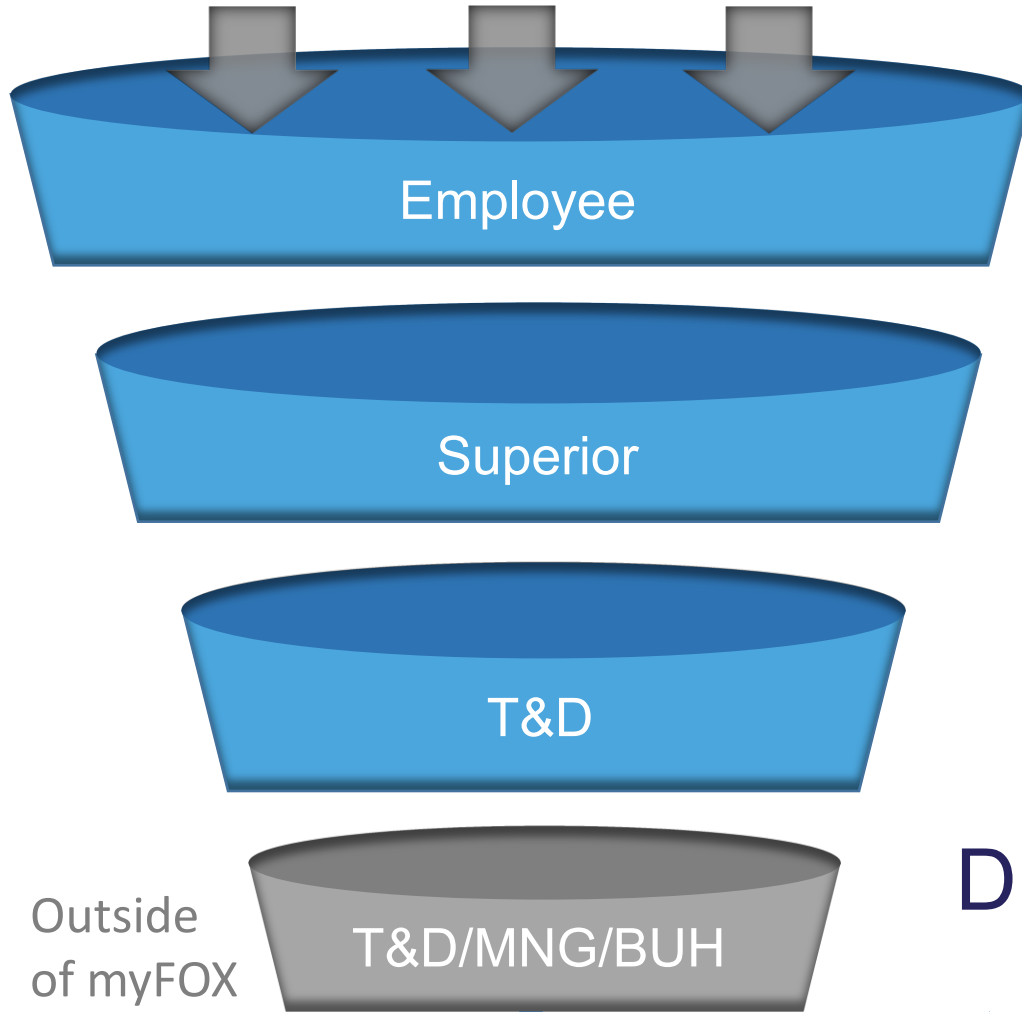
- Is available after approval of the standard development plan is finished.
- The possibility to add training and development activities during the year is available for situations like: new hires; position change; change of goals, projects, priorities ➡ higher flexibility allowing to reflect changes in the development plan during the year.



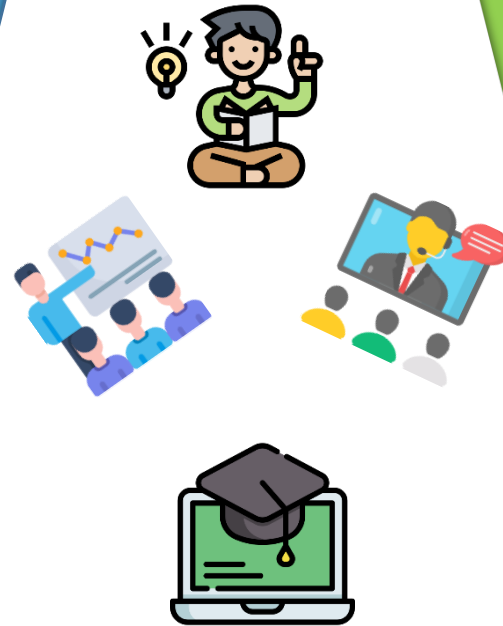
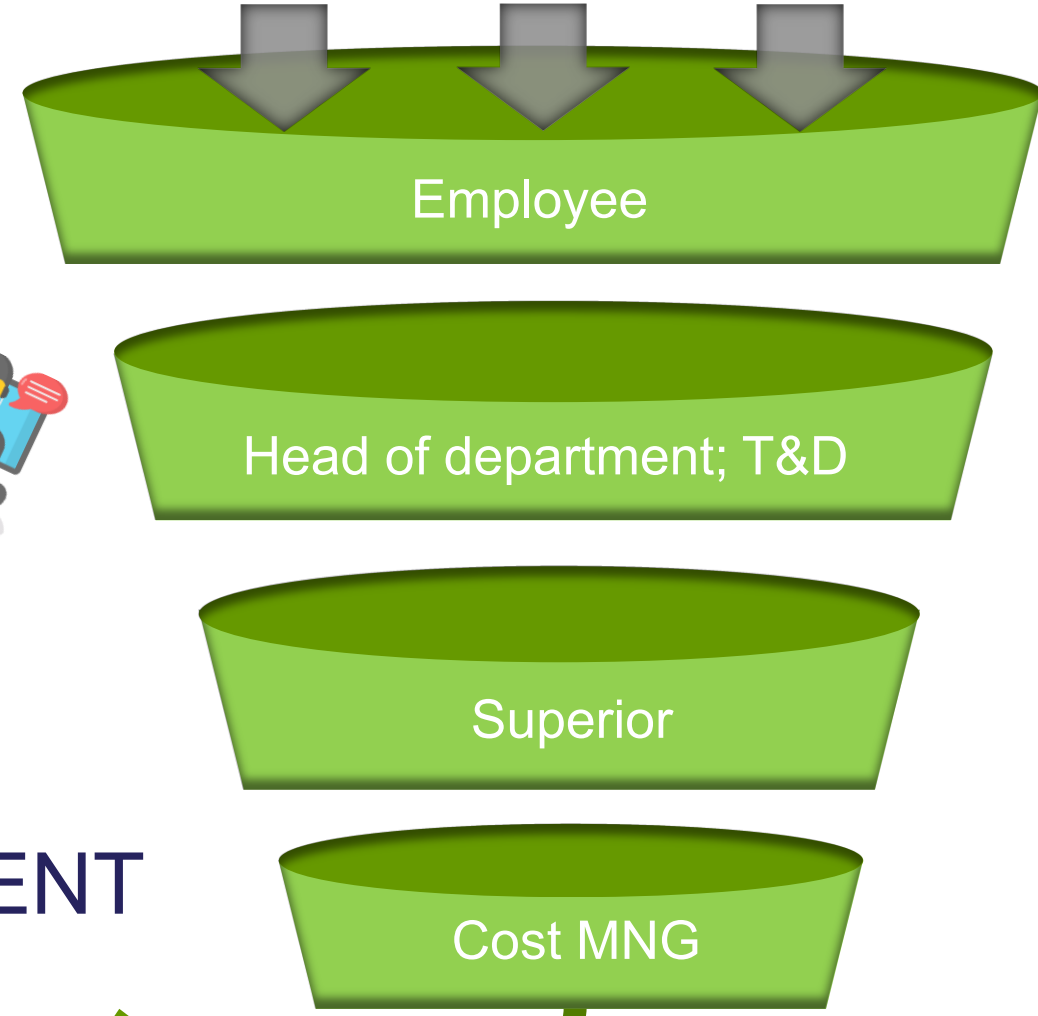


# Approval process

## Standard planning



## Agile planning



**DEVELOPMENT  
PLAN**

# System intro in

myFOX

**Rozvojový plán**

Plánovat je možné do 24.3.2023 / Vedoucí schvaluje do 7.4. 2023

### Katalog

\*Novou žádost lze podat až po dokončení předešlého schvalovacího procesu. Stav žádosti můžete ověřit **ZDE**

☒ Rozvoj z katalogu 

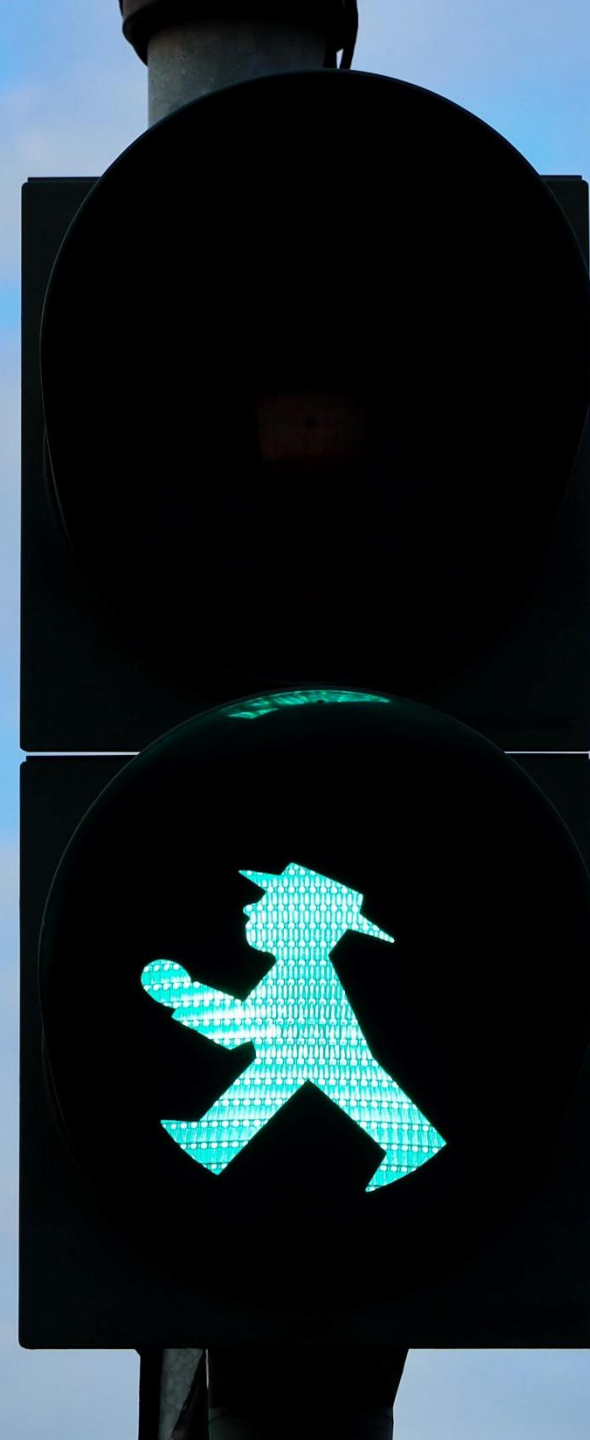
**Schváleno**

**Název\***

**Cena v Kč bez DPH** **Kategorie** **Dodavatel**

**Potřebuji absolvovat do\*** **Účel rozvoje\*** **Zdůvodnění žádosti\***

**Registrace termínu** **Dokončeno**



# How to request development activities

My Employee File ▾

Search for actions or people

Ben Brook ▾ Accounting Specialist

Actions Header As of Today

PERSONAL INFORMATION ▾ EMPLOYMENT INFORMATION ▾ PAYROLL ▾ DOCUMENTS SODEXO DEVELOPMENT ▾

Plan

Planning period ends March 24th / Approval process ends April 7th.

Development Plan

No data

Catalogue HERE

\*A new request can be submitted after completing of previous approval process. You can check the status of your request

From the Catalogue

No data

From Outside the Catalogue

No data

2. The possibility to request trainings, courses, etc. is displayed when you click on the pen icon. See the next slide for how to create a request.

1. New tool for planning educational and development activities. It can be found in your employee profile (**My Employee File | DEVELOPMENT**).

# Development from the catalogue / outside of the catalogue:

To add activities, first choose whether you want to add development from the catalogue or outside of the catalogue. Which courses, trainings, etc. belong to which group can be found on the following two slides.

**Development Plan**

Planning period ends March 24th / Approval process ends April 7th.

**Catalogue**

\*A new request can be submitted after completing of previous approval process. You can check the status of your request [HERE](#)

☒ From the Catalogue

Approved

Title \*

No Selection

Price in CZK ex VAT

Category

Vendor

Latest Due Date \*

Development Purpose \*

Request Reason \*

Registered

Done

No

No

Add

☒ From Outside the Catalogue

Approved

Title \*

Save Cancel

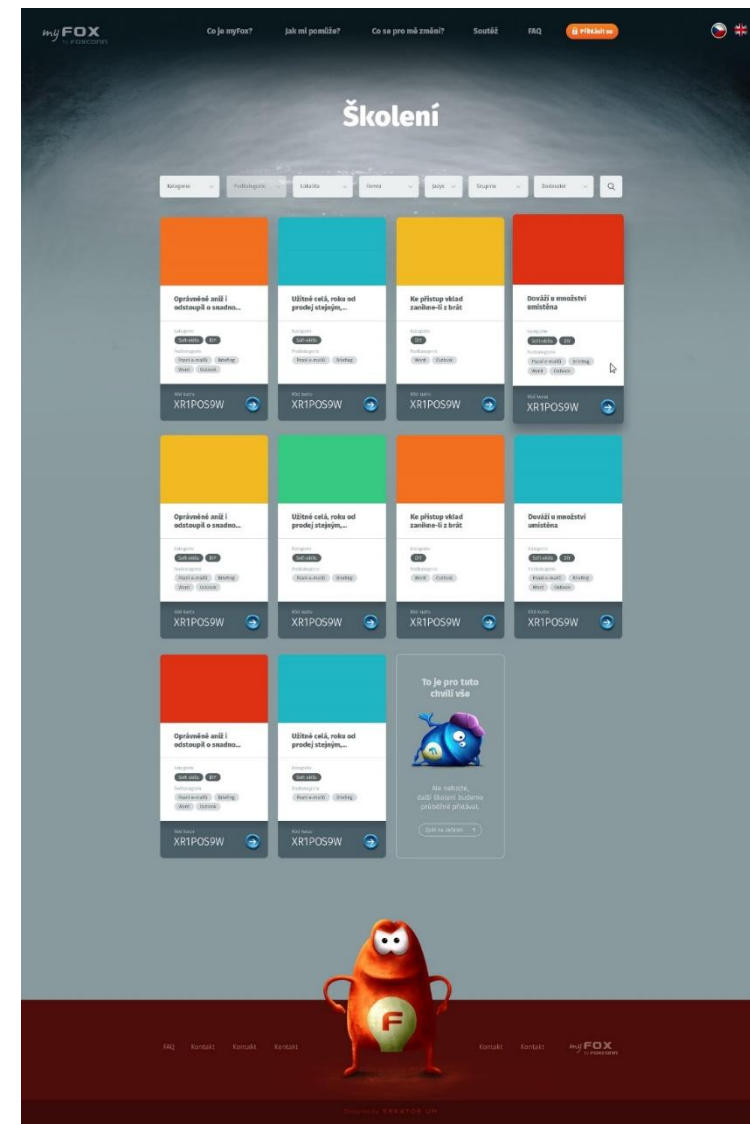
Links to the **Catalogue** of development and **Uncomplete requests**. If you send a request for development, you can see the status of the approval here. You can only have one development request open at any time (one development request can contain multiple development actions).



# Development catalogue

The catalogue makes it easier to choose development activities. It is available at [www.myfoxconn.cz](http://www.myfoxconn.cz) and contains the following:

- Internal trainings („free “ + sharing of internal know how), e.g. *Yellow belt, Presentation skills, Financial literacy.*
- Frequent external trainings (cost savings thanks to multiple attendees, possibility to organize in FX), e.g. *BI Qlik, Assertiveness, Project management.*



# Planning development in the system

## Development activities from the catalogue

- In the catalogue at myfoxconn.cz, find a training, copy its ID (for example) and create a request in the system using the From the Catalogue section.
- Supplier, price, etc. are filled out automatically.



## Outside-of-the-catalogue development activities

- All external trainings that cannot be found in the catalog.
- In the system, they are requested in the From Outside the Catalogue. Fill in the name of the course, supplier, price, etc.



# Filling out request for development activity:

**Development Plan**

Planning period ends March 24th / Approval process ends April 7th.

Catalogue

\*A new request can be submitted after completing of previous approval process. You can check the status of your request [HERE](#)

✓ From the Catalogue

Approved

Title \*

No Selection

Price in CZK ex VAT

Category

Vendor

Latest Due Date \*

Development Purpose \*

Request Reason \*

Registered

Done

No

Add

✓ From Outside the Catalogue

Approved

Title \*

Save Cancel

Use this field to find the training/course from the catalog by its title. Other fields like price will be filled out automatically.

Also fill out other fields marked as \* (**Development Purpose** is described on the following slide). In **Request Reason** enter what the given development will help you with, e.g. what projects – why you need this development and why it should be approved.

# Purpose of development - classification

**Training required by law** – without which I cannot perform my job (most trainings required by law such as crane operator, slinger, first aid, forklift driver, etc. is assigned through the educational module – see slide 4. In the development planner, you can only find specific trainings required by law, e.g. training related to professional certifications for inspectors).

**Needed for profession** – based on business strategy or requirements for the given role, the employer requires that I have this skill, knowledge, etc. (for example, LEAN training for some positions, learning about legislative changes in the labor law for payroll officers, etc.)



# Purpose of development - classification

**Value added for profession**– development of hard skills, which will enable me to work more effectively, be more productive, with more value added, etc. For example, BI Qlik training, Excel.

**Value added for personal development** - soft skills development, which will enable me to work more effectively, be more productive, with more value added, improve work-life balance, etc. For example, training of various communication skills such as assertiveness, negotiation, facilitation.

**Employee enrichment**– development that does not relate to my profession but rather my hobbies – e.g. JAVA programming for HR person.

It cannot be said with certainty that a specific training belongs to only one purpose. It must be considered with the specific profession and position's scope. For example, programming trainings might be a requirement for software developers but employee enrichment for HR employees.

# Filling out request for development activity:

When planning development from outside the catalogue, you must fill out all fields marked as (\*) + add web link to the chosen training/course so that the approver can find out more about it.

From Outside the Catalogue

Approved

Title \*

Price in CZK ex VAT \*

Category \*

Vendor \*

Latest Due Date \*

Development Purpose \*

Request Reason \*

Link \*

Registered

Done

Add

Save

Cancel

You can delete this part of the request.

If you cannot find the supplier in the list, select "other".

Here you can add another development activity.

# Submitting request for development activity:

**Development Plan**

process. You can check the status of your request [HERE](#)

✓ From the Catalogue

**Approved**

**Title \***

Assertiveness (Asert\_...

**Price in CZK ex VAT** **Category** **Vendor**

1,300 Personal Development (PERSONAL\_DEVELOP)

**Latest Due Date \*** **Development Purpose \*** **Request Reason \***

Jun 30, 2023  Employee enrichment (5)  I need this training because...

**Registered** **Done**

No  No

Add

✓ From Outside the Catalogue

**Approved**

**Title \***

**Price in CZK ex VAT \*** **Category \*** **Vendor \***

No Selection  No Selection

**Latest Due Date \*** **Development Purpose \*** **Request Reason \*** **Link \***

**Save** **Cancel**

By saving the request, you prepare the request for the chosen development activities. Submission is confirmed in the following step, which is displayed after you click **Save** – there you can add comment for the approver.

# Submitting the request for the development activity:

**Development Plan**

process. You can check the status of your request **HERE**

✓ From the Catalogue

**Approved**

**Title \***

Assertiveness (Asert\_...

**Price in CZK ex VAT**  **Category**  **Vendor**

**Latest Due Date \***  **Development Purpose \***

**Registered**  **Done**

Add

✗ 7 error(s) occurred.

1. Price in CZK ex VAT is required
2. Category is required
3. Vendor is required
4. Latest Due Date is required
5. Development Purpose is required
6. Request Reason is required
7. Link is required

Close

✓ From Outside the Catalogue

**Approved**

**Title \***

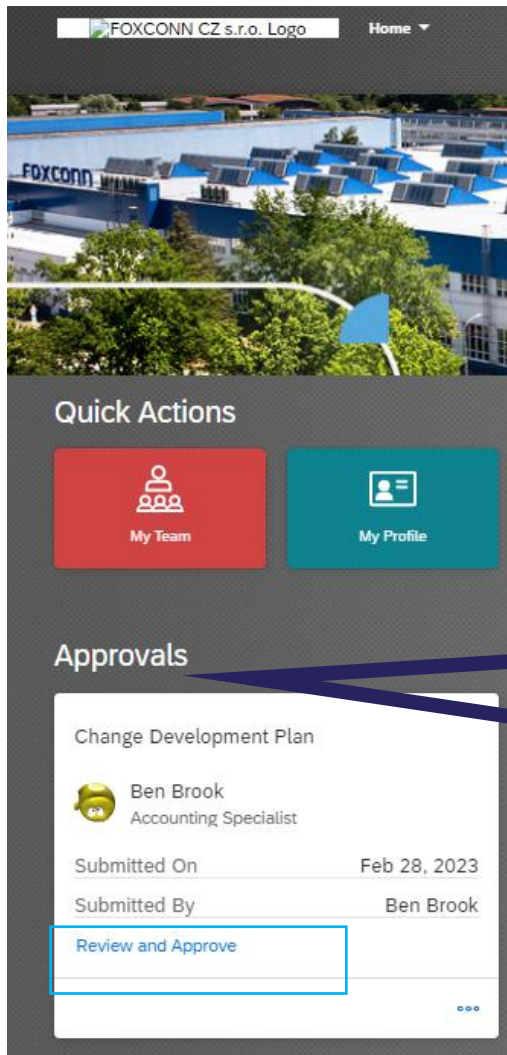
**Price in CZK ex VAT \***  **Category \***  **Vendor \***

**Latest Due Date \***  **Development Purpose \***  **Request Reason \***  **Link \***

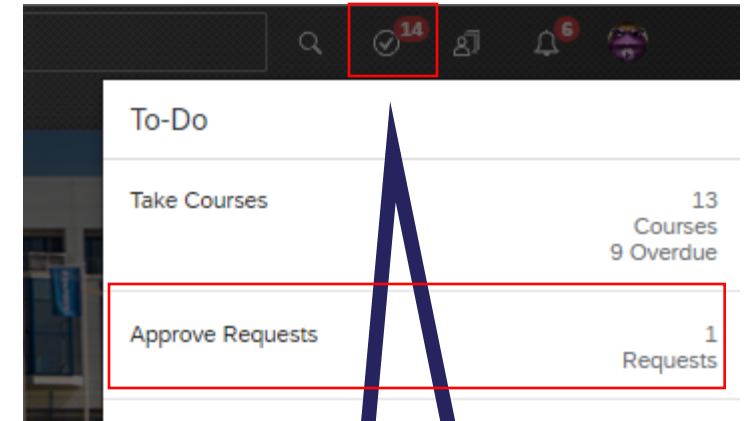
Save Cancel

If (as shown in the example here) you request only development from the catalogue (or only from outside of the catalogue) and the second part is left unfilled, you need to delete the **unused part of the request** using the **bin** icon.

# Sent request – approval by superior



Requests from your team are seen on the Approvals tile on your myFOX homepage. Open a request by clicking **Review and Approve**.



The request for approval will also appear in your **To-Do tasks** in myFOX.

# Approving requests

Display other approvers.

Here you can see comments from individual steps of the approval process.



Ben Brook  
Accounting Specialist  
33 Supply Chain Management With at holiday (SC00 0001)  
No Direct Reports

## Activity



Initiated by Ben Brook on February 28, 2023.

[Back to: Home Page](#)  
Workflow Details

Content displayed on this page is restricted based on user permissions. If you are looking for content that is not displayed on this page, it is possible that you do not have the required permissions. Reach out to your Admin for more information on content you are allowed to access.

Do you approve this request?



Change Development Plan (221415) for Ben Brook

Initiated by Ben Brook on February 28, 2023

[View Workflow Participants](#)

## Development Plan

### From the Catalogue

| Title                        | Price in CZK ex VAT | Category                                | Vendor  | (6) More |
|------------------------------|---------------------|-----------------------------------------|---------|----------|
| Assertiveness (Asert_CI) [E] | 1,300               | Personal Development (PERSONAL_DEVELOP) | Details |          |

### From Outside the Catalogue

No data for From Outside the Catalogue available or you do not have the necessary permission.

## Comment



Write a comment

Post

[Send Back](#)

[Approve](#)

If you want to add some info for the next approver, you can write a comment and then post it.

Here you can display other details about the request such as the purpose or reason for the development.

If you agree with the request, click **Approve**.

# Changes made to the request by a superior

Back to: [Home Page](#)  
Workflow Details

① Content displayed on this page is restricted based on user permissions. If you are looking for content that is not displayed on this page, it is possible that you do not have the required permissions. Reach out to your Admin for more information on content you are allowed to access.

Do you approve this request?

 **Change Development Plan (221415) for Ben Brook**  
Initiated by Ben Brook on February 28, 2023  
[View Workflow Participants](#)

**Development Plan**

From the Catalogue

| Title                                                                                                      | Price in CZK ex VAT | Category                                | Vendor | (6) More                |
|------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------|--------|-------------------------|
| Assertiveness (Asert_CI)  | 1,300               | Personal Development (PERSONAL_DEVELOP) |        | <a href="#">Details</a> |

From Outside the Catalogue

No data for From Outside the Catalogue available or you do not have the necessary permission.

**Comment**



[Post](#)

[Send Back](#) [Approve](#)

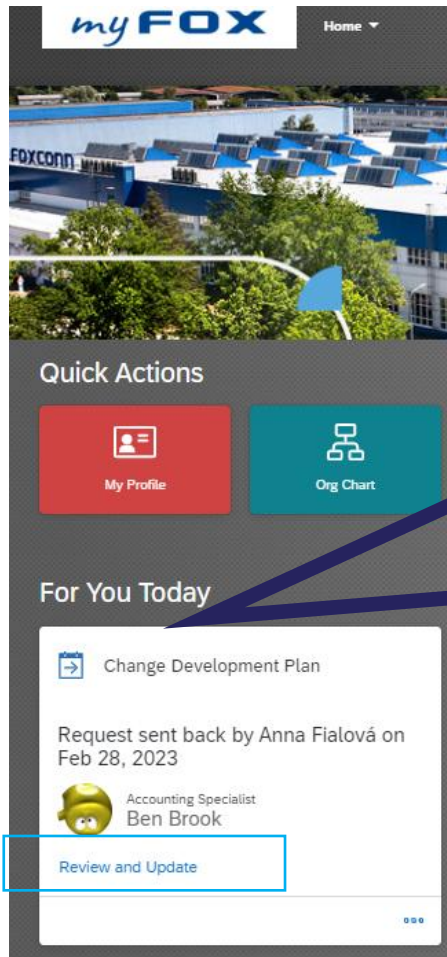
1. If you want to change something in the request, write a comment saying what and why the requestor should change, remove, add, etc. Then confirm by clicking **Post**.

2. Return the request to the requestor by clicking **Send Back**. The requestor will change the request and send it for approval again.

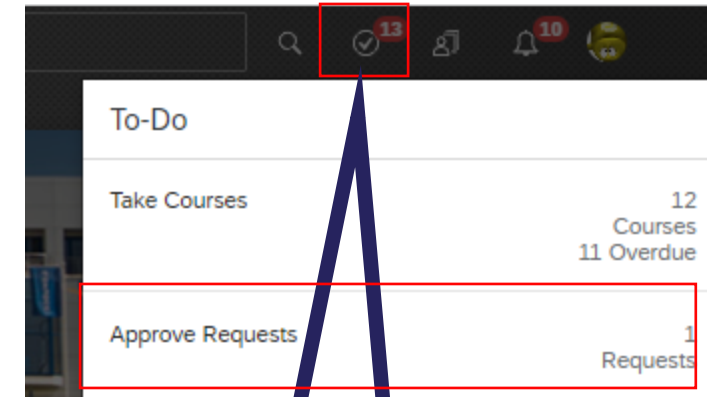


# Changed request – view by the requestor

If you make a change to requests made by someone from your team (or your superior makes a change to your request), this is how the request is returned to them (or to you) to be adjusted.



Returned requests awaiting adjustment can be seen on a tile on your myFOX homepage. Click **Review and Update** to open it.



The request for will also appear in your **To-Do tasks** in myFOX.



# Requestor adjusting the request

Back to: Pending Requests Page  
Workflow Details

Content displayed on this page is restricted based on user permissions. If you are looking for content that is not displayed on this page, it is possible that you do not have the required permissions. Reach out to your Admin for more information on content you are allowed to access.

Post comments or Withdraw request.

 **Change Development Plan (221415) for Ben Brook**  
Request initiated by Ben Brook and updated by Simona Novotná on February 28, 2023  
[View Workflow Participants](#)

Development Plan

From the Catalogue

| Title                                                                                                      | Price in CZK ex VAT | Category                                | Vendor | (6) More                |
|------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------|--------|-------------------------|
| Assertiveness (Asert_CI)  | 1,300               | Personal Development (PERSONAL_DEVELOP) |        | <a href="#">Details</a> |

From Outside the Catalogue

No data for From Outside the Catalogue available or you do not have the necessary permission.

Comment



[Post](#)

[Update](#) [Withdraw](#) [Resubmit](#)

Superior's  
comment

Click **Update** to adjust the request, how adjusting works can be seen on the next slide.

Click **Withdraw** to cancel the request.

# Adjusting the request (Update)

You can change the selected development activity.

You can add another activity from the catalogue.

You can add another activity from outside the catalogue.

[Back to: Home Page](#)  
Workflow Details

Content displayed on this page is restricted based on user permissions. If you are looking for content that is not displayed on this page, it is possible that you do not have the required permissions. Reach out to your Admin for more information on content you are allowed to access.

Do you want to re-initiate the request?

**Change Development Plan (221415) for Ben Brook**  
Request initiated by Ben Brook and updated by Simona Novotná on February 28, 2023

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Development Plan: Ben Brook (221415)

From the Catalogue

| Title *                                               | Price in CZK ex VAT | Category                                | Vendor (6) More | Actions                                                                                                     |
|-------------------------------------------------------|---------------------|-----------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| <input type="text" value="Assertiveness (Asert_CI)"/> | 1,300               | Personal Development (PERSONAL_DEVELOP) |                 | <a href="#">Details</a>  |
| <input type="text" value="No Selection"/>             |                     |                                         |                 | <a href="#">Details</a>                                                                                     |

From Outside the Catalogue

| Title *                                             | Price in CZK ex VAT *                               | Category *                                | Vendor *                                  | (7) More                |
|-----------------------------------------------------|-----------------------------------------------------|-------------------------------------------|-------------------------------------------|-------------------------|
| <input type="text" value="Click or focus to edit"/> | <input type="text" value="Click or focus to edit"/> | <input type="text" value="No Selection"/> | <input type="text" value="No Selection"/> | <a href="#">Details</a> |

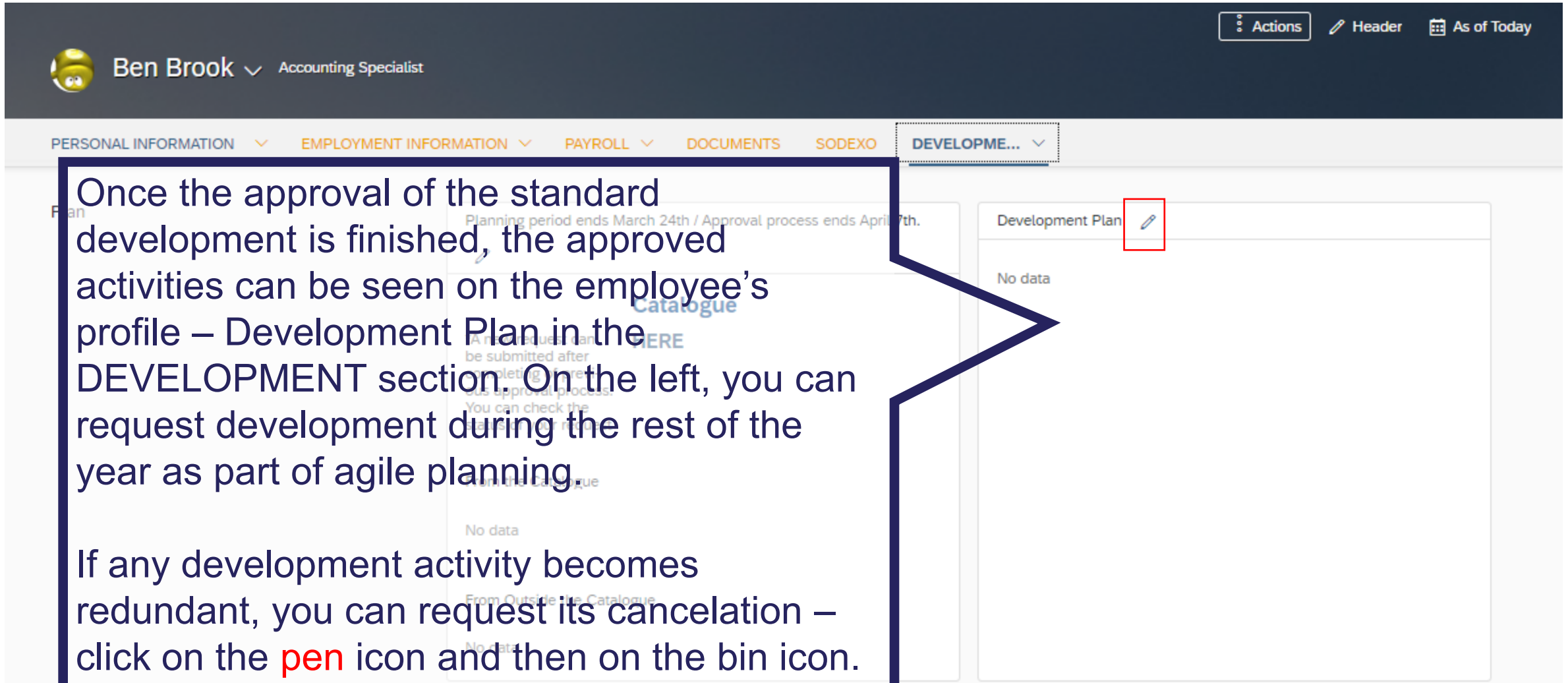
Updated by Simona Novotná(700676) on Tuesday, February 28, 2023 5:25:57 PM CET

[Withdraw](#) [Cancel Changes](#) [Resubmit](#)

You can display and change other details of the request such as purpose or reason. You can also **remove** the activity.

Once you have made all the changes, send the request back to the approver. The subsequent approval is the same.

# Approved development plan



The screenshot shows a user interface for an employee profile. At the top, there is a dark blue header bar with a user profile icon and name 'Ben Brook' (Accounting Specialist) on the left, and three buttons: 'Actions', 'Header', and 'As of Today' on the right. Below the header is a navigation bar with tabs: 'PERSONAL INFORMATION', 'EMPLOYMENT INFORMATION', 'PAYROLL', 'DOCUMENTS', 'SODEXO', and 'DEVELOPME...'. The 'DEVELOPME...' tab is selected and highlighted with a dashed box. The main content area shows a 'Development Plan' section. A red box highlights a pencil icon next to the 'Development Plan' title. The text 'No data' is visible below the title. A large blue speech bubble points from the text on the left to the pencil icon.

Ben Brook ✓ Accounting Specialist

PERSONAL INFORMATION ▼ EMPLOYMENT INFORMATION ▼ PAYROLL ▼ DOCUMENTS SODEXO DEVELOPME... ▼

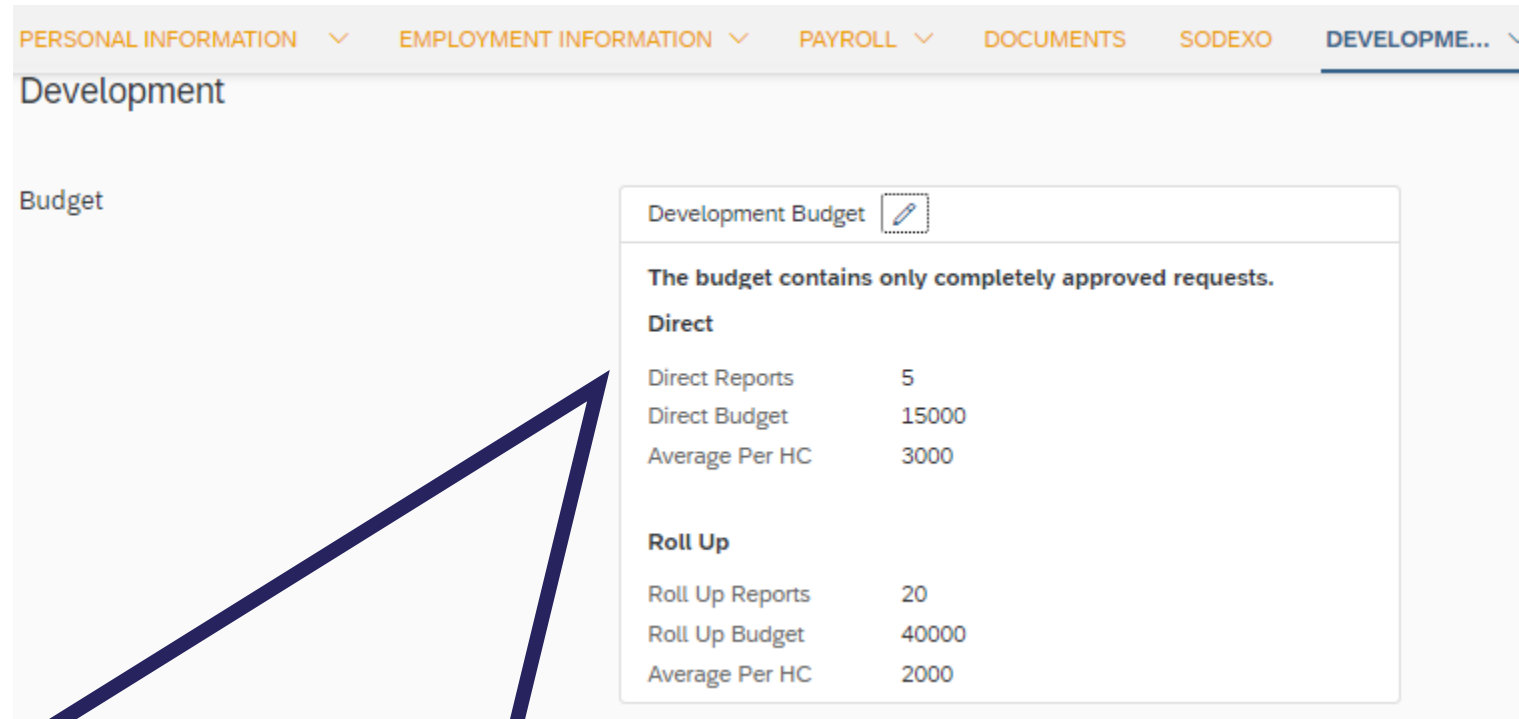
Once the approval of the standard development is finished, the approved activities can be seen on the employee's profile – Development Plan in the DEVELOPMENT section. On the left, you can request development during the rest of the year as part of agile planning.

If any development activity becomes redundant, you can request its cancelation – click on the **pen** icon and then on the bin icon.

Development Plan 

No data

# Development Budget



The screenshot shows a web application interface with a top navigation bar containing the following items: PERSONAL INFORMATION, EMPLOYMENT INFORMATION, PAYROLL, DOCUMENTS, SODEXO, and DEVELOPME... (with a dropdown arrow). Below the navigation bar, the page title is 'Development'. On the left side, there is a 'Budget' section. A callout box, indicated by a large blue arrow, is positioned over the 'Development Budget' section. The callout box contains the following information:

Development Budget 

The budget contains only completely approved requests.

**Direct**

|                |       |
|----------------|-------|
| Direct Reports | 5     |
| Direct Budget  | 15000 |
| Average Per HC | 3000  |

**Roll Up**

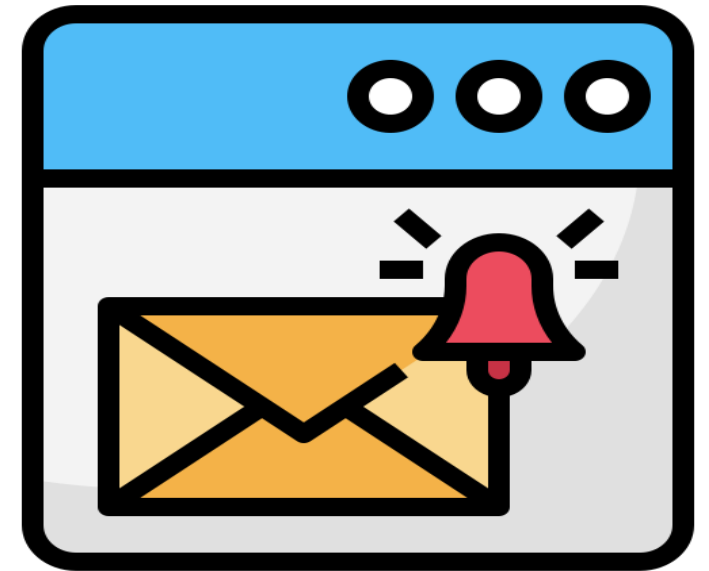
|                 |       |
|-----------------|-------|
| Roll Up Reports | 20    |
| Roll Up Budget  | 40000 |
| Average Per HC  | 2000  |

As a superior, you have access to **Development Budget** – here you can see a sum of all planned and approved requests – divided between your direct subordinates and everybody under you in the hierarchy.

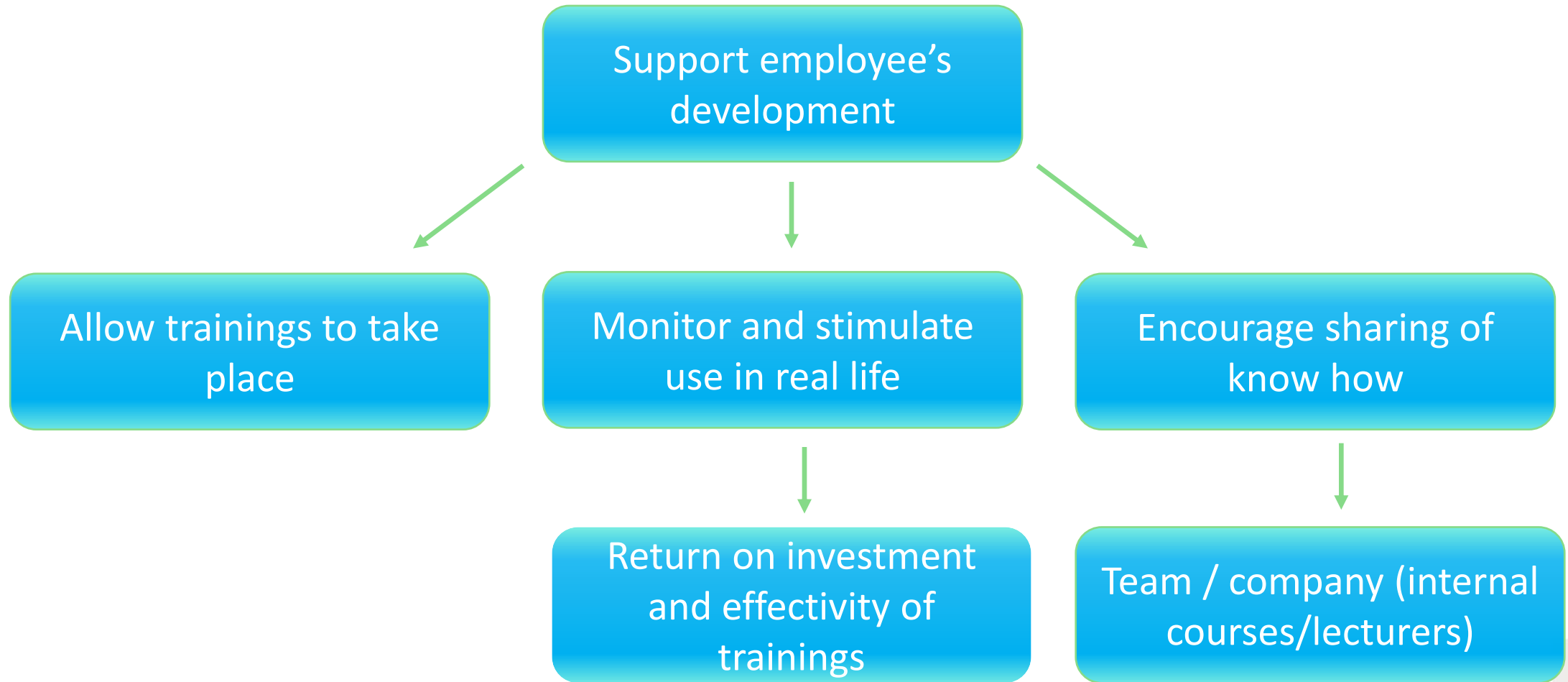
# Notifications in planning development

Notifications are received by employees, superiors or other approvers when:

- They need to approve something.
- A request has been canceled (info for superior).
- A request has been approved (info for requestor).
- Request has been returned to me to be adjusted.



# Realizing development and use in real life



# Next steps



## In february you will receive information about:

- Approval of development plans.
- How to proceed to realize approved activities and who to contact.
- How to proceed to agile plan development during the year.

All approved development plans ➡ MyFOX – My Learning Assignments