

Management College Personnel Development Plan

Personnel development plan includes the objectives to be achieved and the tasks to be carried out in such key personnel management processes as personnel recruitment and selection, personnel development and professional growth, personnel retention and motivation, personnel renewal and succession. The personnel development plan specifies the objectives in the sphere of personnel management not included in the Management College strategy, but resulting from and supporting the strategy.

The activities included in the personnel development plan are elaborated on the basis of the following information:

1. The analysis of Management College strategic objectives and priorities;
2. The analysis of the results of students questionnaires and interviews with the staff;
3. Research of the activities of other higher education institutions in the field of personnel management;
4. Survey of development possibilities including the analysis of financing available.

Objectives, tasks and results achieved

1. Personnel Recruitment and Selection

Objective – to renew a study programme by introducing the study courses requested on the labour market

Nr.	Tasks	Planned results	Term	Person in charge
1.1.	To examine the study courses that additionally require lecturers	The study courses recommended by employers and supported by students are introduced	10.05.2018.	Heads of study directions
1.2.	To elaborate the selection criteria and create the advertisements for attracting doctoral students and foreign lecturers	The criteria put forward to the lecturers are complemented	05.06.2018.	Methodic committees of the study directions
1.3.	To make additions to the „Vacancies” section of the home page according to the plans developed	The advertisements for attracting doctoral students	08.06.2018.	Specialist in IT sphere

	and approved by the Methodic Committee	and foreign lecturers are placed		
1.4.	To assess the applications and select the potential lecturers	The agreements of intentions are concluded with potential academic staff	21.06.2018.	Methodic committees of the study directions

2. Personnel Development and Professional Growth

Objective – to develop the activities for improving personnel’s existing skills, knowledge and competences or acquiring the new ones.

Nr.	Tasks	Planned results	Term	Person in charge
2.1.	To survey the lecturers’ wish for professional development	The list of lecturers’ wishes for professional development is created	11.06.2018.	Director
2.2.	To consider the wishes of the lecturers and develop a study plan for academic staff	Individual lecturers’ development plans are created	21.06.2018.	Methodic committees of the study directions
2.3.	To examine the proposals of cooperation from enterprises	Protocols of intentions are signed on lecturers’ training	21.06.2018.	Director
2.4.	To examine the proposals for implementing lecturers’ development plans	Agreements are signed on lecturers’ training if financing is available	01.10.2018.	Director

3. Personnel Retention and Motivation

Objective – to promote the rise in quality and productivity of staff working performance

Nr.	Tasks	Planned results	Term	Person in charge
3.1.	To develop a result-oriented pay system for work with small groups	Competitive pay for lecturers’ work with small number of students is created	20.08.2018.	Director

3.2.	To improve the questionnaire for students on their satisfaction with study process (including lecturers' work) and the system of result analysis, conduct a survey	The students' opinion about lecturers' performance is found out	20.04.2018.	Heads of study directions
3.3.	To improve the self-assessment report for lecturers	Increased level of lecturers' co-responsibility in improving study quality	01.08.2018.	Heads of study directions
3.4.	To develop the questionnaire for employees on their satisfaction and conduct a survey	The level of lecturers' satisfaction is clarified	24.08.2018.	Director
3.5.	To develop the analysis system for staff satisfaction survey, self-assessment and student questionnaires	The system of work pay, the satisfaction of lecturers and students are improved	24.08.2018.	Director

4. Personnel Renewal and Succession

Objective – raise Management College intellectual capital by connecting with practical experience according to the requirements of labour market

Nr.	Uzdevumi	Plānotie rezultāti	Termiņš	Atbildīgais
4.1.	To develop renewal and succession principles and criteria	An 'ideal college lecturer' requirement profile is created	24.09.2018.	Director
4.2.	To approve the system of renewal and succession for raising intellectual capital and integrating practical experience	A long-term program for strengthening academic staff is created	24.09.2018.	Management College Council
4.3.	To begin the implementation of renewal and succession system	Strong academic staff	01.10.2018.	Director