

## PERSONAL DEVELOPMENT PLANS FOR ALL

**OUR TEAMS** 

Well trained and engaged teams can bring value to organisations, customers and business. This can help provide competitive advantage.

Team members are more confident and competent in tasks that they are undertaking.

This will help add value for you, your business, the individual and also your customers.

So what is a Personal Development Plan and why should everyone have one?

"PDP supports the idea that learning is a lifelong and life-wide activity.

The process of PDP can strengthen the capacity of learners to reflect upon their own learning and achievement and to plan for their own personal, educational and career development.

This is a core learning process, required throughout many employment and continuing professional development contexts"

SOURCE: The Open University

As an individual, building and discussing a personal development plan will help you:

- become aware of skills you have
- · identify and develop skills you need
- work out what you want to achieve and how to achieve it
- focus on potential study, career and personal development goals

The PDP should be reviewed at appraisals/reviews to decide if any adjustments are required and if any additions to the plan are needed.

It should also be used to recognise and celebrate success.

There are various templates for a PDP, here is just one example.

## NAME: DATE:

	AREA FOR DEVELOPMENT:	DATE I WILL HAVE THIS COMPLETED BY:	I WILL ACHIEVE THIS BY: State how you will achieve the target using a mix of methods such as discussion, study and actually trying it out. Resources you can use, people who can support.	WHAT'S HAPPENING NOW? Specifics indicating that this is an area requiring improvement/development.	HOW WILL I KNOW I'VE BEEN SUCCESSFUL? What will success look like? e.g. attain a qualification	PROGRESS: DISCUSS WITH YOUR LINE MANAGER IN YOUR PERFORMANCE REVIEWS. Note specifics that worked & any further areas you may need to develop

SMART SPECIFIC, MEASURABLE, ACHIEVABLE, REALISTIC, TIME-BOUND