



Learner Personal Development Plan (PDP)

The purpose of your PDP is to encourage you to focus on your objectives in a structured way and to enable you to reflect on your progress on a continual basis.

Name:

Role:

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- The first stage of developing your PDP is to complete a **SWOT Analysis**.
 - You will then be able to define personal objectives which are **SMART** i.e. *specific, measurable, achievable, realistic & time-bound*.
 - You will then be able to plan a range of different activities that will support you in achieving your plan.

SWOT Analysis

Strengths

What am I good at?

Weaknesses

What areas of weakness do I have/gaps in knowledge, skills & experience?

Opportunities for Improvement

What activities will help me improve?

Threats to Progress

What might stop me & how can I minimise potential threats?



Personal Objectives

Short Term Objectives - Think about what you would like to achieve within the next 6 months

Medium Term Objectives - Consider what is achievable within the next 1-2 years

Long Term Objectives - What role/where do you see yourself in 3-5 years' time?

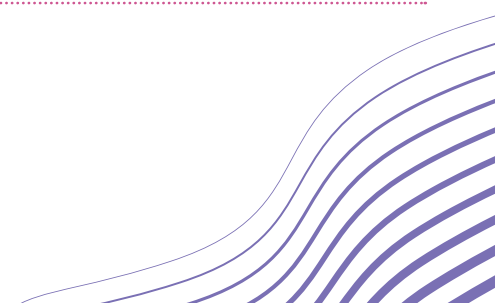
Personal Development Plan (PDP)

You should update your plan regularly so that you can measure your progress & make adjustments to take account of new priorities or new workplace practices.

Date of Activity	Brief Description of Planned Activity	Reason for Activity	Resources or Support Required	Reflection on Activity
	<i>i.e. Attending a meeting, Reading a journal, Completing a module</i>	<i>Why am I doing this? Which objective does this relate to?</i>	<i>What did I learn? How will I apply the learning? Examples of how I have applied this already. Measures of success?</i>	

Sign:

Date:



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Sign:

Date:

