**Personal Development Plan – EXAMPLE**

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| --- | --- | --- |
| **1** | Where am I now? |  |
| **2** | Where do I want to be? (Overarching goal) |  |
| **3** | What needs to happen first? |  |
| **4** | When do I want to achieve this by? |  |
| **5** | What obstacles might get in my way? |  |
| **6** | How can I improve my chances of meeting my goal? |  |
| **7** | Where can I go for support? |  |

The steps I will take to move from where I am now, to where I want to be:

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective (What)** | **Method (How)** | **Timeline (When)** | **Progress** |
| **Pick 3 or 4 main areas for development**  And write under this what ‘success’ looks like. | Detail 3 or 4 tasks that will allow for the team member to develop within this overall area | Set reasonable timelines | Regularly review and provide feedback with your team member |
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**Managers’ comments**

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| For the manager to write their comments about what the PDP is about, how the PDP will be measured and what will the outcomes be at the end of the PDP. |

**Colleagues’ comments**

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| For the colleague to raise any comments, questions or concerns at the outset of the PDP process. |

**Manager signature:**

**Date: 02.08.19**

**Colleague signature** ……………………..

**Date:**  ……………………..

**SWOT – EXAMPLE**

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| **Strengths** | **Weaknesses** |
|  |  |
| **Opportunities** | **Threats** |
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