

Personal Development Plan: Guidance notes

A Personal Development Plan (PDP) enables learners to identify key areas of learning and development activity that will enable them to either acquire new or develop existing skills and behavioural attributes for the following purposes:

- enhance performance in their current role
- address anticipated changes in their current role
- address career aspirations towards a future role

Prior to completing the Personal Development Plan, the employee should determine their learning and development needs and identify development objectives to meet those needs in discussion and agreement with their manager.

It is recommended that this process should take place annually and ideally should form part of the employee appraisal process. However, it can be equally valuable when undertaken as a stand-alone activity, for example if new into a role.

Key to terminology used in template

Development Objectives are objectives that you have identified to enable you to meet the learning and development needs identified at the skills analysis stage

Activities can constitute any learning or development activity that will enable you to achieve your development objectives e.g. formal training, on-the-job training, work-shadowing another colleague etc.

Support/Resources describe what you need to help you achieve your development objectives. Typically this would involve support from your manager, department or colleague to enable you to undertake a learning or development activity such as allowing you time away from your role or funding.

Measures of Success are the performance indicators or outcomes which show the development actions have taken place and impact seen.

Target date state when you intend to achieve your development objectives. Data in these columns is particularly useful when you review your PDP as it will enable you to identify any factors that may have prevented you from achieving your development objectives on the target date and build in contingencies to prevent this from occurring in the future.

Template

What are my development objectives?	What activities do I need to undertake to achieve my objectives?	What support/resources do I need to achieve my objectives	What are the measures of success?	Target date for achieving my objectives