

GUIDE to the COMPLETION of:

A PERSONAL DEVELOPMENT PLAN

 **What is a Personal Development Plan?**

The aim of creating a **personal development plan** is to document a process of self-analysis, personal reflection and honest appraisal of your strengths and weaknesses. This should enable you to evaluate the value of the leadership and management training you have received, and to consider your future leadership development.

**What do I need to do?**

An example of a PDP included later in this GUIDE, and should be read in conjunction with the requirements outlined below. This task is relatively short, succinct and designed to be helpful in evaluating your leadership development. It enables you to reflect upon your recent experience and to focus on the next stage of your training and development. Creating your PDP has three stages as follows:

1. **Stage 1 – Personal Analysis.**

The first stage is designed to analyse your strengths and weaknesses. You will be able to draw heavily upon your career and the outcomes of courses that you may have attended. These should be supplemented by the perceived opportunities that will have been derived from your experience and any threats to your continued success.

1. **Stage 2 – Setting Goals.**

This involves setting new and clearly definable goals for yourself which are measurable. The example PDP provides clear guidance on identifying these. You will need to consult your immediate superior (your first reporting officer/line manager)

1. **Stage 3 – Personal Objectives.**

This stage involves setting out your personal objectives. These can also be set in context within your civilian employment as shown in the example, which will be helpful in reinforcing its value.

The ultimate outcome of well-planned continuing professional development is that it safeguards the public, the employer, the professional and the professional’s career.

Well-crafted and delivered continuing professional development is important because it delivers benefits to the individual, their profession and the public.

* CPD ensures your capabilities keep pace with the current standards of others in the same field.
* CPD ensures that you maintain and enhance the knowledge and skills you need to deliver a professional service to your customers, clients and the community.
* CPD ensures that you and your knowledge stay relevant and up to date. You are more aware of the changing trends and directions in your profession. The pace of change is probably faster than it’s ever been – and this is a feature of the new normal that we live and work in. If you stand still you will get left behind, as the currency of your knowledge and skills becomes outdated.
* CPD helps you continue to make a meaningful contribution to your team. You become more effective in the workplace. This assists you to advance in your career and move into new positions where you can lead, manage, influence, coach and mentor others.
* CPD helps you to stay interested and interesting.  Experience is a great teacher, but it does mean that we tend to do what we have done before.  Focused CPD opens you up to new possibilities, new knowledge and new skill areas.
* CPD can deliver a deeper understanding of what it means to be a professional, along with a greater appreciation of the implications and impacts of your work.
* CPD helps advance the body of knowledge and technology within your profession
* CPD can lead to increased public confidence in individual professionals and their profession as a whole
* Depending on the profession – CPD contributes to improved protection and quality of life, the environment, sustainability, property and the economy.  This particularly applies to high risk areas, or specialised practice areas which often prove impractical to monitor on a case by case basis.

The importance of continuing professional development should not be underestimated – it is a career-long obligation for practicing professionals.

**PERSONAL DEVELOPMENT PLAN (EXAMPLE)**

**Name: Organisation:**  **Date Personal Development Plan Completed:**

**Part 1 – Personal Analysis**

Before setting your short medium and long term personal development plans, you should conduct a personal analysis: E.g. - What are my strengths and weaknesses? What external opportunities or threats might affect any plans I might make?

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| Strengths | Weaknesses |
| My personal administration in the company and basic skills are good and my detailed knowledge is generally sound for my level of training. I gained confidence from proving that I could cope with the pressures of the L and M course, even with sleep deprivation. I was assessed to be composed during practical work and provided clear direction. Having the opportunity to lead a team over an extended period of time, I demonstrated that I have the ability to provide clear direction and manage people to achieve specific tasks whilst under pressure.  | It was difficult to maintain the work/life balance and maintain my physical fitness standards during academic studies. As a result I have lost some physical fitness. I need to take more time in planning a task thoroughly before briefing my subordinates. I.e. provide the solution not present the problem. My understanding of the estimate planning process is still superficial in places and requires more detail. In order to build my confidence in command I need more experience of team management in different scenarios  |
| Opportunities | Threats |
| Demonstrate to my employer that I have had both structured management and leadership training and experience of leading teams to achieve specific tasks. Also to highlight that I have been exposed to a more structured approach to analysing problems which will assist me in providing clear solutions will be of value to the quality of my work for the company I work for.  | Balance of work and personal commitments.  |

**Part 2 – Setting Goals**

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| --- | --- | --- | --- | --- |
| **What do I want to learn?**  | **What do I have to do?**  | **What support and resources will I need?** | **How will I measure success?** | **Target date for review?** |
| Greater depth of knowledge of leading in the business external activities  | Complete M and L Course (4 weekends) Training and the company Young Managers (YM) development programme  | 1. Regional Training Centre and YM Course Directing Staff. 2. Finding 2 weeks for the YM could be difficult  | 1. Courses Assessment. 2. YM Course Assessment report. 3. Line managers Appraisal Report (LMAP) including mid-year appraisal will assess performance and potential.  |  |
| Widen my understanding of leadership.  | Learn from the more by observing experienced managers. Gain their friendship and trust.  | Senior colleagues.  | Mentoring and performance appraisal. During development programmes.  |  |
| Build confidence in as a leader/ management.  | Volunteer to lead ad-hoc cross functional projects to build credibility and experience as a leader  | Line manager  | Feedback from the team and the project sponsor.  |  |

**Part 3 – Personal Objectives**

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| **Short Term Goals (next 12 months)**  |
| Complete Young Managers Course in order to become eligible for engagement in complex business project activities. (I accept that some of these goals may slip into year 2 but no further). Have accountability for a significant cross-functional project at work.  |
| **Medium Term Goals (next 2 – 3 years)**  |
| Be given responsibility for leading and managing a small team of in support of a challenging business project. Engage in supporting some functions of a cross-functional project team which gives me significant business exposure.  |
| **Longer Term Goals (beyond 3 years)**  |
| Gain promotion to middle management and gain a support of work colleagues and senior managers. Be given responsibility for managing a large team of direct reports/ a number of teams (Work towards  |