Personal Development Plan (PDP)

Personal development processes can be **fulfilling** and **motivational**. They’re a great way to monitor how new learning activities have improved your **knowledge, skills and understanding**.

Tracking your progression can boost your **confidence**. Personal development plans can build **self-esteem** by illuminating all the areas in which you have improved and enhanced your skills.

Personal development planning or PDP is a structured framework you can use to:

* 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 options and goals.
* develop a source of information for appraisals at work.
* demonstrate your readiness for promotion or for development opportunities.

A PDP is more personal than OKRs and can be based on **broader career or life goals**. The best way to create an effective PDP is to:

1. Figure out what is important to you.
2. Decide what developments need to be made.
3. Find out what opportunities are available to help you achieve this. E.g., training, coaching, courses, personal research etc.
4. Participate in these opportunities.
5. Create a sound method of monitoring and maintaining your progress and be aware of any obstacles that you may have to face – think ahead.
6. Evaluate and review your outcome.

**SWOT Analysis – can help you to:**

* Promote your strengths.
* Reduce your weaknesses.
* Exploit the opportunities available to you.
* Minimise threats to your success.

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| **Strengths** | *What am I good at? How can this help me in the workplace?* |
| **Weaknesses** | *Which areas do I need to improve on? How does this affect my workplace performance?* |
| **Opportunities** | *What opportunities are available to me to strengthen and develop my skills?*  |
| **Threats** | *What blockers are in your way to succeeding at your goals? What can you do to minimise these?* |

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| **Name** |  | **Date** |  |
| **What is my goal?** | **What steps do I need to take?** | **When do I want to achieve this by? (task specific)** | **What obstacles may be in my way?** | **How can I improve my chances of meeting my goal?** | **Where/who can I go to for support?** | **Review: how am I doing?** |
| e.g.: Managing a small team of direct reports | Promoted to Senior / Principal ConsultantUndertake training in people management  | By [X months] time | Lack of training opportunitiesBilling enough to get promoted  | Commit to XX metric to improve billings  | Manager / colleague / friend / partner | XXXX |
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| Plan agreed by: |  | Date of Review: |  |

*Please be sure to book in a review date for [X] months’ time to consider progress and make amendments as needed.*

**Strategies and resources to achieve your goals –** please list any resources and strategies you will utilise to meet your goal. You can add to this list over time.

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| --- | --- |
| Further training e.g.: specific courses |  |
| Research, e.g.: websites, journals and books |  |
| Hands on experience, e.g.: volunteering, shadowing |  |
| New projects / responsibilities |  |
| Professional advice e.g.: mentor |  |
| Anything else |  |

Once you have completed your PDP, it doesn’t end there. You need to follow your plan and track whether you are achieving your outcomes or not. If you are not achieving your goals in your specified timeframe, you should identify the reasons why, rectify and update your plan. If you are successful in achieving your goals, you can tick them off and add new ones to your list.

It is important to remember that a PDP is not a one-off exercise. It is a continuous process of development, and it should be a working document. You should regularly review and update your PDP to make the most of your personal development.