

Professional Development Planning

What is a PDP?

A Professional Development Plan (PDP) is a short planning document, compiled by you, that examines your current development needs, looks at how these might be met and lists objectives for the future.

It helps you to structure and focus your development by looking at your current skills; the requirements of your job role; and your future aspirations in conjunction with the needs of the business.

Step 1: Where are you now?

A good starting point is your job description which will identify your main responsibilities. To successfully carry out your role, there will be key competences which you must demonstrate.

By carrying out an audit of your current skills against those required for your job, you will identify any gaps in your knowledge or abilities. Remember: you will have strengths and weaknesses in your abilities.

Whilst you can carry out a self-evaluation of your skills, you may also ask colleagues to get feedback on your strengths and weaknesses.

It will benefit if you tie in your own reflection with performance reviews and appraisals as a part of your company organisations.



Step 2: Where do you want to be?

Having reflected on your current skills audit, try to prioritise those areas that you think are the most important to develop. You can grade them as follows:

1. High priority (develop immediately)
2. Medium priority (plan for the future)
3. Low priority (review again later)

Include any skills that you or your manager feel will be important to you according to a change in job role or personal goals.

Step 3: Setting your objectives?

For each of your development needs, set clear targets of how you want to achieve them. This will include the: How; When; Where; and with Whom you are going to develop yourself.

Here's some guidelines to setting achievable objectives.

- ✓ Break the overall goal into separate chunks
- ✓ Be clear and specific on what it is you need to do in each step
- ✓ Identify what, when and how?
- ✓ Identify who you need to help you achieve your goals
- ✓ Set aside time to review your progress and adjust the plan if you need to.



Step 4: Take Action?

Now that you have a plan, take ownership of your own development, share your aspirations with colleagues so that they can help you. Your plan is not a fixed route, you should regularly review your progress and confirm your objectives.

If events or circumstances change, modify your plan, review your intentions and update your plan to ensure you meet your goals.



Your Personal Development Plan

Name:		Completed on:		Reviewed on:	
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What do you want to achieve?	How will you achieve it?	By when?	With whom?	Complete ✓	Review

Overall evaluation/ reflection (How successful have you been? / What would you do differently next time?)
