**PERSONAL DEVELOPMENT PLAN (EXAMPLE)**

**Name: Department: 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: Eg - What are my strengths and weaknesses? What external opportunities or threats might affect any plans I might make?

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| --- | --- |
| **Strengths**  | **Areas for further development**  |
|  |  |
| **Opportunities**  | **Threats**  |
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**Part 2**

**Setting Goals**

| **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?**  |
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**Part 3**

**Personal Objectives**

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| **Short Term Goals (next 12 months)**  |
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| **Medium Term Goals (next 2 – 3 years)**  |
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| **Longer Term Goals (beyond 3 years)**  |
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PDP Template Version 3