**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