

PERSONAL DEVELOPMENT PLAN

Templates

Welcome to your Personal Development Plan (PDP for short)!

The templates will help you document development planning discussions, including development goals, action plans, and progress updates.

To use any of the 2 templates, fill in the blanks with the appropriate information. You can have a conversation with your manager and/or other colleagues to discuss and agree on what should and shouldn’t go into your plan.

**TEMPLATE 1 INSTRUCTIONS**:

1. Identify your top five strengths and top five development opportunities.
2. Based on current performance levels and career aspirations, draft at least three development goals to meet your skill gaps or career objectives. Make sure your goals are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).
3. Build a concrete action plan by identifying what would be the best way to develop (development methods) to fill the skill gaps and achieve the career objectives. An action should be identified for each development goal identified in step 2.
4. Identify the support you would require to achieve your goals and fulfil your action plan. People who might be helpful to consider are your manager, your team members, HR Business Partners, etc.
5. Update your progress regularly and as goals are achieved.

|  |  |
| --- | --- |
| Current Role: |  |
| Future Desired Role: |  |
| **Current Strengths** | **Current Development Opportunities** |
|   |  |
| **DEVELOPMENT GOALS & ACTION PLANS** |
| Development Goal | Timeline for Completion | Measurement of Achievement | Development Method | Progress Update |
| *Project management skills including budgeting and developing project charter* | *Dec 31, 2020* | *Able to manage an end-to-end project*  | * *Internal project management program*
* *Coaching from Sr. Project Manager*
 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Manager Support Required |
|  |

[www.thelndacademy.com](http://www.thelndacademy.com)

**TEMPLATE 2 INSTRUCTIONS**:

1. Based on current performance levels and career aspirations, draft between 3 and 4 development goals to meet your skill gaps or career objectives. Make sure your goals are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). A best practice is to tie these with performance goals.
2. Write down which capabilities (skills and knowledge) will be developed for each goal.
3. Build a concrete action plan by identifying what would be the best way to develop (action step) to fill the skill gaps and achieve the goals. Action steps should be identified for each development goal identified in step 1.
4. Describe how success will be measured for each goal. That is, how will you know you have accomplished your goal. Set expectation for gradual, realistic growth.
5. Set a deadline for accomplishing each goal.
6. Update your progress regularly and as goals are achieved.

|  |
| --- |
| **DEVELOPMENT GOALS & ACTION PLANS** |
| Development Goal | Skills being developed | Action steps | Success Measures | Target completion date | Progress Update |
| *Deliver effective webinars* | *Presentations skills**Audience engagement* | *Read latest research on the topic**Watch 2-3 webinars**Practice by delivering a mock webinar in front of the L&D/HR team* | *Collect feedback from mock webinar participants and receive 4 our of 5 rating on satisfaction from session*  | *Dec 31, 2020* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |