



PERSONAL DEVELOPMENT PLAN

Name:

You may find it helpful to refer to the Skills/training and Activities Sets, and the Knowledge and Behaviours Framework in completing your self-assessment and your development planning matrix below.

Self-assessment of current status:

1. Where am I against the Skills/training and Activities Sets, and the Knowledge and Behaviours Framework for someone at my level?
2. Strengths (including things you feel you do well, areas of strength, your contribution to your role)
3. Areas for improvement (including areas you would like to learn more about, skills you feel less confident about, and parts of your role you feel less secure about):
4. Skills and activities that you have become better at over the last year:
5. Anything (such as courses, reading, personal development) you have found particularly helpful over the last year:
6. Anything (such as lack of time or resource, or problems at work) which have restricted your development over the last year:
7. Key things you would like to achieve over the next year (including things progress against the Sets and Framework, other new skills, resolution of personal or professional issues, role development):

Development planning matrix:

Building on your self-assessment, above, what will you commit to developing, when, and how? You can use this matrix to plan what you want to develop, and to set out your plan for achieving your personal development. You should set goals which are SMART – specific, measurable, achievable, realistic and time-bound – but also stretching, rather than being things which are easily within your reach.

Goal no:	What will I do?	How will I go about it?	What resources do I need?	When will I start/finish, the goal?	How will this goal benefit me?	How will this map against the Skills/Training Sets and the Knowledge and Behaviours Framework for my role?

Signed:

Date: