

# Personal Development Plan

## A. Your current job

1. Please list the main duties, responsibilities and key skills of your post:

2. Has the past year been good, bad, satisfactory or otherwise for you? Explain:

3. Has your job changed significantly in the last year? If so, how? Have you been involved in any additional activities?

## **B. Performance, strengths and areas for development**

4. What do you consider to be your most important achievements of the past year

5. How has your job performance been in key areas in the last year (e.g. teaching, assessing, customer service, team working, technical requirements of the post, etc)?

6. Have your agreed personal or organisational targets/objectives been met?

7. Which parts of your job do you do best, or most enjoy, and why?

8. Which parts of your job interest you the most, and least?

9. What do you like and dislike about working for your company?

10. What parts of your job have you found most difficult and why?

11. Are there some parts of your job you feel unsure about?

12. Are there any problems outside your control which have reduced your ability to do your job?

13. Which parts of your job do you do best, or most enjoy, and why?

### **C.Objectives/targets**

14. What personal targets/objectives need to be achieved over the next year?

15. What do you consider to be your most important organisational aims and tasks in the next year?

16. List the objectives you set out to achieve in the past 12 months with the measures or standards agreed – against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3=poor, 4-6=satisfactory, 7-9=good, 10=excellent)

Objective	Measure/standard	Score	Comment

17. What kind of work or job would you like to be doing in one/two/five years time?

## D. Training and development needs

18. What training, development, guidance or support would best help you to meet the demands of your post over the next year to help you overcome *any limitation of skills or knowledge* specific to your current role?

19. What training, development, guidance or support would best help you to meet the demands of your post over the next year to help you gain *new skills or knowledge* to meet changes in your role?

20. What training, development, guidance or support would best help you to meet the demands of your post over the next year to help you meet new targets or objectives?

## E. Future focus

21. In light of your current capabilities, your performance against past objectives, and your future personal growth and/or job aspirations, what activities and tasks would you like to focus on during the next year. Also think of development and experiences outside of job skills – related to personal aims, fulfilment, passions?

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_