

# PERSONAL DEVELOPMENT PLAN (PDP) TEMPLATE

NAME:

DATE:

AREA FOR DEVELOPMENT:	DATE I WILL HAVE THIS COMPLETED BY:	I WILL ACHIEVE THIS BY: <i>State how you will achieve the target using a mix of methods such as discussion, study and actually trying it out. Resources you can use, people who can support.</i>	WHAT'S HAPPENING NOW? <i>Specifics indicating that this is an area requiring improvement/development.</i>	HOW WILL I KNOW I'VE BEEN SUCCESSFUL? <i>What will success look like? e.g. attain a qualification</i>	PROGRESS: <i>DISCUSS WITH YOUR LINE MANAGER IN YOUR PERFORMANCE REVIEWS.</i> <i>Note specifics that worked &amp; any further areas you may need to develop</i>

SMART SPECIFIC, MEASURABLE, ACHIEVABLE, REALISTIC, TIME-BOUND