

Writing Effective Personal Development Plans

Doing the work of deciding on our goals and outcomes and then assessment where we are now, will likely lead to actions to be taken, and indeed they should!

Once you have clarity over what it is you want and what you are going to do you need to take action. Taking action creates momentum and real movement towards your goals.

You may be able to take quick immediate actions to get you going but for larger goals and outcomes you may need to create a plan to help you formulate your thoughts and get all of the actions you need to take in one place with costs and timings.

Effective planning like project planning at work usually needs some detail in order to clearly outline what is to be done and to also allow for monitoring, review and evaluation as you start to address the tasks and actions that are in the plan. This is no different for personal development planning.

Writing an effective personal development plan means considering not just goals or outcomes but a number of factors that can be worked on in other resources provided:

Where am I now?

Are the goals and objectives written specifically?

Can they easily be measured?

Are they relevant to the role, goals and objectives of the broader team/organisation?

Are there any resources required to make them happen?

What actions need to be taken?

What are the target dates for completion?

How and when will the actions be reviewed?

Once you have done the work of understanding where you are now, where you want to go and by when you can start to plan the journey and take appropriate action.

Over the page is an example PDP:

Personal Development Plan - Part 1

Write your goal/outcomes here in full ensuring they are expressed positively (i.e. what you want or are moving towards NOT what you don't want).
1
2
3
4
5

Personal and Professional Development Plan - Part 2 - Overview

Write you identified needs and goals	What will I do to achieve this goal or outcome (SMART)?	What resources or support will I need? (People, money, equipment)?	What costs are involved/ what budget? There may be none.	How will I know this has been achieved – how will I judge my success?	Priority High Medium	Date started and projected finish date	Review date(s)

