

Ellie Rich-Poole

Career Development Coach

Personal Development Plan Guide

A Personal Development Plan (PDP) is the *process* of reflecting on where you are now and where you want to get to, then creating a *plan* for how you are going to make this happen.

The questions and prompts below will guide you through the process, but aren't set in stone. Capture whatever is going to be most helpful for you.

Make sure you are clear and specific in your goals and milestones so you are able to measure your progress, otherwise it is a pointless exercise.

It is for you. Be honest with yourself about what you really want (and don't want). Write in your own language.

It should be an ongoing process – something you regularly think about and evolve. It shouldn't be a 'form filling exercise' where you complete it once a year then forget about it.

Traditionally PDPs were focused on identifying 'development areas' (i.e. weaknesses) and improving them. The Strengths Approach favours understanding and using our energising strengths and getting our weaknesses to 'good enough' and having strategies for managing them.

When using their strengths individuals report increased:

- * Confidence
- * Resilience
- * Happiness
- * Goal achievement

Bear this in mind as you work through the questions.

Personal Development Plan

Now	
<p>Where are you now?</p> <p><i>How are you performing? How are you feeling?</i></p>	
<p>What are your strengths?</p> <p><i>What energises you? What do you enjoy doing?</i></p>	
<p>What are your weaknesses?</p> <p><i>Are any a risk in your role?</i></p>	
Your Future Vision	
<p>What are your goals - the specific things you want to achieve?</p> <p><i>e.g. a promotion, a role change, improving your performance in the current role, working in a different way, a relocation</i></p>	
<p>How will you know when you are successful?</p> <p><i>What will you have started doing, what will you have stopped doing, what does success look like / feel like / sound like?</i></p>	
<p>How will this benefit you?</p>	
<p>How will this benefit the business?</p>	

Your plan to get there	
What actions do you need to take to achieve your goals? <i>What specifically do you need to do? When? How?</i>	
How can you draw on your strengths?	
Who could help you and how?	
What might stop you?	
Review	
When will you next review your progress?	
Who are you sharing your goals with to ensure you achieve them?	