

Personal development plan theory analysis



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Personal Development Plan: Guidance notes “ Personal development planning enables individuals to take charge of their own learning. Learning becomes a proactive as well as reactive process, designed and prioritised to support immediate development needs as well as longer term ambitions”[1]

A Personal Development Plan (PDP) enables learners to identify key areas of learning and development activity that will enable them to either acquire new or develop existing skills and behavioural attributes for the following purposes: enhance performance in their current role • address anticipated changes in their current role • address career aspirations towards a future role

Prior to completing the Personal Development Plan (scroll down to next page(s) for a template to complete), the learner should undertake a skills analysis activity to determine their learning and development needs and identify development objectives to meet those needs. View the following links for tools to help you do this: <http://www.admin.cam.ac.uk/offices/hr/cppd/career/planning/#now>

We recommend that the personal development planning process should be undertaken initially by the learner followed by discussion and agreement with their manager. It is recommended that this process should take place annually and ideally should form part of the Staff Development and Review (Appraisal) process. However, it can be equally valuable when undertaken as a stand-alone activity. The personal development planning process should ideally begin at the point at which the learner is new to their role and undertaking their induction. The process can then continue throughout their employment at the University.

Personal Development Plan: Key to terminology used in template

Development Objectives are objectives that you have identified to enable you to meet the learning and development needs identified at the skills analysis stage. Priority identifies whether your development objective is:

- critical to your current role
- beneficial but non-critical to your current role
- critical to your progressing in to future role
- beneficial but non-critical to progressing in to future role

Activities can constitute any learning or development activity that will enable you to achieve your development objectives e.g. formal training, on-the-job training, work-shadowing another colleague etc. Support/Resources describe what you need to help you achieve your development objectives. Typically this would involve support from your manager, department or colleague to enable you to undertake a learning or development activity such as allowing you time away from your role or funding from your department. Target and Actual dates state when you intend to achieve your development objectives followed by the date you actually achieve them.

Data in these columns is particularly useful when you review your PDP as it will enable you to identify any factors that may have prevented you from achieving your development objectives on the target date and build in contingencies to prevent this from occurring in the future. Review date states when you will review progress on your Personal Development Plan. Assuming that you undergo the personal development process annually, we recommend that you review your PDP every six months therefore enabling you to:

- Assess your progress
- Reflect on your learning
- Identify whether your development objectives need to be amended
- Identify factors that may

