WORKPLACEHERO - FREE RESOURCE

Personal development plan

Three to five goals is plenty. A plan you revisit beats a plan that is complete.

Name		Role		Review date	

Development goal	Why it matters / who benefits	How I will do it	Support or resources needed	Target date	Evidence it is done
Lead a team meeting confidently	Cover for my manager and be considered for the supervisor role	Shadow two meetings, then chair one with feedback afterwards	Manager agreement, 30 mins prep time	31 July	Chaired meeting plus written feedback

Review notes

Make it usable: pick goals you can start this month, name the first step, and put a date on it. Log each step in your CPD record as you complete it so the evidence is already written when the review comes round.