

# Personal & Professional Development Plan

Name: \_\_\_\_\_

Year: \_\_\_\_\_

Manager: \_\_\_\_\_

**Workplace** Hero



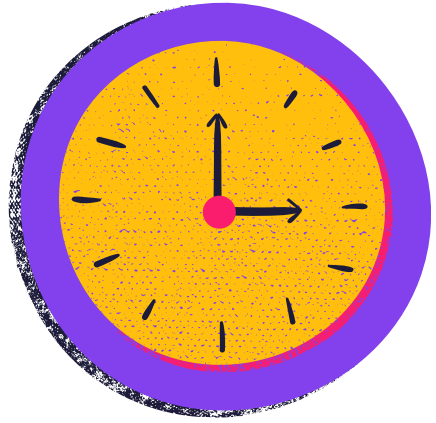
“

**The only person you are  
destined to become is the  
person you decide to be.**

– Ralph Waldo Emerson

”

# My PDP commitments



I will spend \_\_\_\_\_ hours on my personal development this year.

I will get help and support from:

- 



# Reflect on your strengths and areas for improvement

## Strengths

- 

## Weaknesses

-

# My goals

1

2

3

4

| My goals (The Big Ones) | Goal broken into smaller, SMART targets | When do I want this goal to be achieved? | What obstacles might be in my way? | Opportunities for success | Where and who can help me? | Review (How am I doing?) |
|-------------------------|---|--|------------------------------------|---------------------------|----------------------------|--------------------------|
|                         |   |  |                                    |                           |                            |                          |
|                         |   |  |                                    |                           |                            |                          |
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|                         |   |  |                                    |                           |                            |                          |
|                         |   |  |                                    |                           |                            |                          |



# Review and next steps

**3 months**

What's gone well and what hasn't gone so well? What can I improve on next time?

**6 months**

What's gone well and what hasn't gone so well? What can I improve on next time?

**9 months**

What's gone well and what hasn't gone so well? What can I improve on next time?

“

**Motivation gets you going,  
but discipline keeps you  
growing.**

– John C. Maxwell

”

# Final review and close

What's gone well and what hasn't gone so well? What can I improve on next time?

What am I proud of?

**Final 12  
month review**

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