

Personal Development Plan

Section 4 - Personal Development Plan

Your Personal Development Plan should cover your knowledge (technical, management), skills, practical abilities & behaviour (effective handling of people & situations). It should also support the delivery of your objectives (section 3), career ambitions & build on your strengths as well as address opportunities for future development.

All Training and Development should support personal growth and development in the existing role or be in line with the future career path.

Target Dates should be agreed based on priority:

High = Within 3 Months Medium = Within 9 Months Low = Within 12 Months

Personal Development Objectives	Planned Development Action	Target Date	Completed	Comments
Confidence building in decision making	Naomi often knows the answer to something and I would like her to be more confident and decisive in her decision making.	29/03/2020		
Attend Swansea Bay Construction Support Group meetings	Involves one meeting every quarter	Review in September 2019		
Use knowledge gained from modules undertaken from BIFM and implement them as part of her project objectives	Implement what you have done with your BIFM into your objectives	Review after each objective completion		
Other Internal Training Learning	Who Will Make the Training Happen	Target Date	Completed	Comments
Assertiveness Online / Workshop	Jackie Towell / Ashley Davies	01/07/2019		This will assist Naomi's development and confidence in dealing with different personnel.
Site Visits where appropriate	Ashley Davies	29/03/2020		This will assist Naomi's development.
Health and Safety Legislation	Ashley Davies	02/07/2019		Understanding H&S legislation will benefit Naomi in her confidence for decision making and will be a headstart for future training.
External Training / Training Course	Role of Purpose of Training	Target Date	Completed	
NEBOSH General Certificate	Personal & Professional Development	01/04/2020		Naomi has recently completed her BIFM qualification so will have 12 or so months to reflect on this before looking at Nebosh
Employee Signature	Manager Signature	Date		
		09/04/2019		