

PERSONAL DEVELOPMENT PLAN

What is a Personal Development Plan (PDP)?

“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” (*AUA Postgraduate Certificate in Professional Practice (Higher Education Administration and Management (OUVA))*)

A Personal Development Plan (PDP) enables you to identify key areas of learning and development activity that will enable you to either acquire new or develop existing skills and behavioural attributes for the following purposes:

- ❖ enhancing performance in your current role
- ❖ addressing anticipated changes in your current role
- ❖ addressing career aspirations towards a future role

Step 1: Deciding on your goals

Long-term goals

What do you want to achieve after university?

To help you think about your goals, ask yourself:

- What areas of my studies/work/life do I want to develop?
- What areas do I need to improve?
- What might be some long-term career goals and what skills would I need to develop to achieve those goals?

Consider these ideas to get you started:

- Talk with your lecturer.
- Schedule a confidential session with a careers advisor at UWTSD.
- Read career development books.
- Set realistic priorities – what’s achievable in the next three months? This year? Within 3 years?

Employers are looking for specific attributes when recruiting graduates. An employable graduate will be:

- ❖ Capable of applying knowledge
- ❖ Enquiring – critical thinking abilities
- ❖ Creative
- ❖ Enterprising – creating solutions
- ❖ Ethical
- ❖ Thinking internationally



Top 10 skills employers want

1. Commercial awareness
2. Communication skills
3. Teamwork skills
4. Negotiation and persuasion skills
5. Problem solving ability
6. Leadership ability
7. Organisational skills
8. Perseverance and motivation
9. The ability to work under pressure
10. Confidence

Adapted from: www.target.co.uk (Nov 2012)

Mid- term goals

What do you want to achieve by the end of the 1st year?

In your class? In your professional development?

How will you measure success? How will you know you have achieved your goal?

Step 2: Evaluating your current position

Think of situations where you demonstrated any of the 10 skills mentioned before.

How successful was your personal activity during the situations you are considering?

What were your strengths and weaknesses? How do you know? Give evidence of your achievement.

Step 3: Creating a plan

Deciding on a plan of action to get from here to there.

Make concrete plans:

- ❖ Define what you need to do
- ❖ Define when and how you will do it
- ❖ Be specific about your milestones
- ❖ Plan review points



Adapted from: <http://www.youtube.com/watch?v=VLTcm63n10I>

Personal Development Plan

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period? <i>Example: become a Student Affairs Officer; learn computer graphics</i>			
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? <i>Example: Student advising; Banner; Dreamweaver; develop a procedures manual</i>			
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? <i>Example: take Dreamweaver class; do an informational interview; set up a project outline</i>			

	Short-Term Time Frame	Mid-Term Time Frame	Long-Term Time Frame
	What do I want to accomplish in the next three to six months?	What do I want to accomplish in the next six months to two years?	What do I want to accomplish in the next two to three years?
Section 4 - Resources What resources do I need? <i>Example: free time; funding</i>			
Section 5 - Time Schedule What is my time schedule?			
When will I start?			
When do I expect to finish?			
Section 6 - Completion When have I completed each step?	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>