



Senior Leadership Programme

Personal Development Plan

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Introduction

Any organisation is only as good as the people it employs. Those people can only be as good as their energy and willingness to develop enables them to be.

A significant part of this will be achieved by self managed personal development and learning, through developing your own Personal Development Plan (PDP).

A PDP enables an individual to set development objectives and monitor their achievement. Without a plan individuals may find it harder to maintain their progress.

Personal Development Plans are just that, they are personal - they are not part of the PDR process or any other assessment approaches you may have experienced, although they do sit alongside and should complement these.

Your PDP should summarise your learning and development needs with targets and goals describing aims for performance and behaviour, all of which need to be defined by success measures. It must be self-directed, owned and driven by you.

Guidance Notes

Your PDP is a way to monitor your learning and to set and record development objectives. Please ensure that you bring it to all the Senior Leadership Programme (SLP) workshops and coaching sessions to discuss with your facilitator, your coach and your colleagues.

Your PDP is a working document. It is a planning and recording tool. As such, it should develop through the SLP, reflecting your learning and development plans, what you have done and what you have achieved.

Your PDP is to support your development. This is a time to focus on you – how do you wish to develop yourself? Naturally your development plans will involve your teams and the people you interact with but make a point of identifying how you will develop through what you are doing.

Discuss your plan with your manager. It is important to share your development plans with your line manager when you are back at work to gain their support for your development ambitions. Your manager should comment on completed actions and on your plans.

Development Goals

List the development goals you wish to include in your development plan. When deciding on timescales, you should bear in mind the pace of change in your area of the business. Medium-term in your area of the business may be long or short-term elsewhere.

Select priorities from these lists to create your action plans. Some goals need to be started immediately; others may need to wait a while. When you see an opportunity for development, be ready to reshuffle your plans to take advantage of the moment.

Be careful not to overburden yourself; it is better to make progress on a couple of points than no progress on everything.

Short Term

Medium Term

Long Term

Development Plans

From the workshops and the coaching sessions, what learning has ‘struck a chord’ with you?

Try to think beyond the theoretical content and identify how you would apply this learning in the workplace and what the impact of doing this would be. This impact could be for you personally, for a member of your team or for the business. Also, consider who would be able to support you and give you feedback with regard to this objective – gaining ‘buy-in’ from those who are likely to be affected by your plans is really helpful in ensuring that you get a positive reaction to what you do.

Following each session, review your PDP and consider how to incorporate these development points into your existing plans. Discuss this with your line manager and bring your updated PDP to the first coaching session.

Over the course of the SLP, your PDP will flex and adapt, as some development points are completed, new points are added, and others revised or discarded. Treat this as a working document to record the process – *try and resist deleting content in case you need to refer to it later.*

Your PDP could look something like the table that follows; work with your coach to adapt it to your needs.

Topic	<i>What area are you planning to develop?</i>
Objective	<i>What exactly do you hope to achieve? (SMART)</i>
Actions	<i>What tangible actions will you take to make progress</i>
Measures of success	<i>How will you know if your actions have delivered the results you want?</i>
Support	<i>Who can help you achieve this?</i>
Dates	<i>When do you want to complete this by?</i>
Results achieved	<i>What did you actually achieve?</i>
Line Manager comments	
Coach comments	

Development Point One

Topic	
Objective	
Actions	
Measures of success	
Support	
Dates	
Results achieved	
Line Manager comments	
Coach comments	

Development Point Two

Topic	
Objective	
Actions	
Measures of success	
Support	
Dates	
Results achieved	
Line Manager comments	
Coach comments	

Development Point Three

Topic	
Objective	
Actions	
Measures of success	
Support	
Dates	
Results achieved	
Line Manager comments	
Coach comments	

Development Point Four

Topic	
Objective	
Actions	
Measures of success	
Support	
Dates	
Results achieved	
Line Manager comments	
Coach comments	

Development Point Five

Topic	
Objective	
Actions	
Measures of success	
Support	
Dates	
Results achieved	
Line Manager comments	
Coach comments	

Development Point Six

Topic	
Objective	
Actions	
Measures of success	
Support	
Dates	
Results achieved	
Line Manager comments	
Coach comments	

Coaching Records – Session One

Work with your coach to agree a format for recording your sessions. Some of this will be incorporated in your development plans, but you may also find it helpful to record other discussions. Adapt the suggestions that follow to suit your needs.

Topic:	
Clarity achieved:	
Next steps:	

Topic:	
Clarity achieved:	
Next steps:	

Topic:	
Clarity achieved:	
Next steps:	

Coaching Records – Session Two

Topic:	
Clarity achieved:	
Next steps:	

Topic:	
Clarity achieved:	
Next steps:	

Topic:	
Clarity achieved:	
Next steps:	

Coaching Records – Session Three

Topic:	
Clarity achieved:	
Next steps:	

Topic:	
Clarity achieved:	
Next steps:	

Topic:	
Clarity achieved:	
Next steps:	

Coaching Records – Session Four

Topic:	
Clarity achieved:	
Next steps:	

Topic:	
Clarity achieved:	
Next steps:	

Topic:	
Clarity achieved:	
Next steps:	