My Personal Development Plan (PDP)

Use this template to track and manage your professional and personal development. Feel free to change the headings or add columns to help you plan

(Adapted from ‘Your career planning guide’ OU Careers and Employability Services)

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| --- | --- | --- | --- | --- | --- |
| **My long term goal** | **Short and medium term goals to achieving long term goal** | **Actions required** | **Constraints** |  **Support -who or what can help me?** | **Target date for actions** |
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Personal Development Plan – Example

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| **My long term goal** | **Short and medium term goals to achieving long term goal** | **Actions required** | **Constraints** |  **Support -who or what can help me?** | **Target date for actions** |
| **To become a technical writer. Use my knowledge of the company product/a product and combine with interest and writing skills in producing guides/articles/manuals for users**  | Take a course on technical writing  | Find out about courses – online/free/paid for/face to face | Cost of course including location, timing etc alongside other constraints  | financial planning and budgeting for training Discussion with family members/friends/support network  | By end of next week  |
|  | Gain experience in software packages  | Research job adverts to identify software packages being used Identify if there are any used in my current workplace that I could try working with. | Access to the software packages | Colleagues in other teams may be able to support me to access additional software.  | By end of the month  |
|  | Research the technical magazines in the company/ related to my interest | Have a discussion about this goal at appraisal with line manager  | Hesitancy in discussing this  | Opportunities within the company for training.  | At next 1-2-1 meeting or set up meeting with a careers adviser  |
|  |  | Make connections with the technical writer/s in the company or ask my contacts if they know of anyone  |  |  |  |
|  | Produce a draft piece of writing linked to my expertise | Use the technical writing course to get reviews about your draft  | Lack of confidence in own ability  | Review my years of experience with the product/service and skills and knowledge I have gained | In the next 6 weeks  |
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