**Name:**

**Department:**

**Date:**

**Personal Development Plan Completed:**

**Part 1 – Personal Analysis**

Before you think about goals, it helps to pause and reflect. What do you bring to your role? What do you find harder? What opportunities might help you grow, and what challenges might get in the way?

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| **Strengths-** What do I enjoy and feel confident in? | **Areas for development-** What would I like to get better at? |
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| **Opportunities-** Are there projects, training, or people I can learn from? | **Threats-** What might hold me back (time, confidence, resources)? |
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**Part 2 – Setting Goals**

Goals don’t have to be big- they can be about learning something new, building confidence, or trying a different responsibility. Think about what would feel meaningful for you.

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| **What do I want to do?** | **What steps will help me get there?** | **What support or resources might I need?** | **How will I know I’m making progress?** | **When will I check in on this?** |
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**Part 3 – Personal Objectives**

Try to balance small, realistic wins with longer-term hopes. Even if progression isn’t always possible, growth and fulfilment are.

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| **Short Term Goals (next 12 months)** What can I do now or soon that would make a difference? |
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| **Medium Term goals (next 2-3 years)** What would I like to be more confident in, or able to contribute to? |
|  |
| **Longer Term Goals (beyond 3 years)** What are my hopes for the future, in this organisation or beyond? |
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