**UNIVERSITY OF ESSEX STUDENTS’ UNION**

**\*THINK BEFORE YOU PRINT. SAVE THE INK & START FROM PAGE 2.**

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PDP guidance\*

**WHAT’S A PDP ALL ABOUT?**

A Personal Development Plan (PDP) is your space to pause, reflect and plan ahead. It’s about spotting your strengths, recognising where you want to grow, and setting out some clear steps for the future. Think of it as a simple tool to help you track your journey, not a big formal task.

**WHAT DO I NEED TO DO?**

We’ve pulled together a template to show you what a PDP looks like in practice. Don’t overthink it - it’s meant to be short, focused, and genuinely useful for you.

**YOUR PDP HAS THREE SIMPLE STAGES:**

1. **PERSONAL ANALYSIS**

Think about your strengths and the areas you’d like to develop. Pull in examples from your work, studies, or any training you’ve done. You can also look at the opportunities ahead of you and any challenges you might need to overcome.

1. **SETTING GOALS**

Decide on a few clear, measurable goals. These should be things you can track and actually achieve. Use the example PDP as a guide, and make sure to check in with your line manager to agree on what’s realistic.

1. **PERSONAL OBJECTIVES**

Turn those goals into concrete objectives. These can link back to your studies, your SU role, or even your future career. The idea is to set out a plan that actually feels relevant and motivating for you.

Your PDP is for you. Keep it honest, keep it clear, and keep it useful.

Your line manager will support you in creating your PDP, monitoring your progress, and helping you source or access the right training and development opportunities.

If you’re unsure, chat with your line manager or drop into PED- we’re always here to help.