

Your Personal Development Plan

Your Personal Development Plan (PDP) is a space to reflect, set meaningful goals and identify the support you need to grow. It helps align your aspirations with team and the Society priorities, while preparing you for future opportunities. Treat it as a living document, review it regularly with your manager to keep goals relevant, stay on track and celebrate progress.

Make Your Goals Behavioural and Practical

- 1. Use Development Pathways:** Explore development pathways to spark ideas, guide your next steps and align your goals with future opportunities.
- 2. Set Behavioural Goals, Not just skills-based ones:** Describe the behaviours you want to demonstrate as you grow. This makes it easier to see your own progress and ask for targeted feedback.
- 3. Practice with Purpose:** Embed change through deliberate practice and feedback. Link your goals to real work situations where you can apply new behaviours eg: I'm working on active listening. I'm less likely to use these when I'm under pressure in X meeting so in those meetings I'm going to ask colleagues A & B for feedback on how well I demonstrate the new behaviour.

Step 1: Your Big, Bold Goal

Think long-term. What does success look like in 3-5 years?

Ask yourself:

- What do I truly want to achieve?
- Where do I see myself in 5 years?
- What kind of work excites me?
- What legacy do I want to leave?

This is about purpose, growth and ambition – not job titles. Be bold. Be visionary

Step 2: Your Development Goals

Reflect on where you are now and where you want to be. Identify the skills, and behaviours that will help you bridge the gap.

Consider:

- What strengths do you want to build on?
- What challenges are you ready to take on?
- What would success look like for you in the next 6–12 months?
- What feedback have you received recently, and how have you used it to grow?

Set 2–3 focused goals that will move you forward.

Step 3: Your Progress

Take time regularly to pause, reflect, and celebrate how far you've come. Recognising your progress helps build confidence, learn from experience, and spot new opportunities for growth.

Your guide to reflection:

- What progress am I most proud of recently?
- What challenge taught me something valuable?
- Where have I grown in ways I didn't expect?
- What's one new opportunity I want to explore next?

Regular check-ins with your manager help you stay focused, supported, and moving forward.

Your Big, Bold Goal:



Why does this goal matter to you and your future?

(Think about how it supports your growth or aligns with your aspirations)

What actions or experience will help you make progress?

(Consider learning activities, stretch projects or real world practice)

What support or resources will help you succeed?

(Who or what do you need to help move this forward)

When would you like to achieve this by?

(Choose a realistic and motivating timeline)

When are you checking in on your goals?

(Set a date to pause, reflect and celebrate progress or reset your direction)

What progress have you made since your last check-in?

(Be honest – what's working, what's been challenging, and what have you learned so far?)

What's changed or been achieved as a result of your efforts?

(Think about the impact – on your skills, confidence, mindset or performance)

What's the first development goal you want to work towards?

(Focus on a skill, behaviour, or experience that matters to you)

What's the second development goal you want to work towards?

(Focus on a skill, behaviour, or experience that matters to you)

What's the third development goal you want to work towards?

(Focus on a skill, behaviour, or experience that matters to you)