

Personal Development Plan

Name:

Date:

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Personal Development Plan – completed example

Name: a.n.other

Date: April 2009

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To keep abreast of developments in the HE environment (Managing Self and Personal Skills, Organisation aspect)	<ul style="list-style-type: none"> • Awareness of key sector issues and how they affect my institution • Ability to contribute in an informed way to wider discussions • Being up to date with sector developments • Seek feedback from others on my wider contribution 	<ol style="list-style-type: none"> 1. Set time aside for reading circulars and THES 2. Discuss issues with my line manager 3. Ask colleagues for feedback when they have attended external conferences within HE 4. Talk to colleagues whose roles expose them to these issues 	<ol style="list-style-type: none"> 1. Volunteer to be on project team looking at new developments. 2. Have sector-wide issues as a regular item on team agenda
To be an effective chair of meetings (Managing Self and Personal Skills, Others aspect)	<ul style="list-style-type: none"> • Meetings run to time • Everyone feels they have had a chance to contribute • Groundrules are observed and breaches constructively challenged • Clear objectives set and desired outcomes articulated • Effective summarising throughout the meeting • Clarity provided about who is responsible for actions • Set aside time at the end of each meeting to review what went well and what could be improved next time 	On-the-job coaching. <ol style="list-style-type: none"> 1. Ask xx to coach me as a role model of excellent chair 2. Observe xx in next meeting. 3. Volunteer to chair the next team meeting. Set objectives with xx prior to the meeting and review afterwards with feedback from xx 	<ol style="list-style-type: none"> 1. Volunteer to be the next chair of yy group when current chair's term of office ends 2. Practise in team meetings when it's my turn to chair 3. Actively seek other opportunities to practise chairing skills 4. Seek regular feedback from meeting attendees
To maximise strengths in written communication (Managing Self and Personal Skills, Self aspect)	<ul style="list-style-type: none"> • Recognition by others that this is one of my key strengths • Using these skills to enhance the outputs of the team and the department 	<ol style="list-style-type: none"> 1. Identify areas where I could contribute more, eg writing website content 2. Offer to act as 'critical reader' for colleagues 3. Review the team's standard letters and offer advice and suggestions to make them more accessible 	<ol style="list-style-type: none"> 1. Ongoing discussion with line manager to identify opportunities to contribute at department level 2. To coach others, at their request