



Appendix 4

Personal development plan

A personal development plan (PDP) is designed to structure the reflective process and to link your development, career and business plans to service needs and delivery through your CPD.

Your current job

The following questions will help you establish some CPD priorities relating to your current roles.

1. Describe up to three incidents in your workplace during the past year that caused you to feel that you had made a difference or were a personal and/or professional success.

2. Looking through your responses to the previous question, try to identify a learning need that relates to each incident that might help you build on that success.

3. Describe up to three incidents in your workplace during the past year that caused you to feel uncomfortable, unhappy, ill-at-ease, threatened or simply fed-up.

4. Looking through your responses to the previous question, try to identify a learning need that relates to each incident that might help you handle similar situations more effectively.



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The following four questions will help you establish how your current role(s) may change over the coming years, and how you may prepare for these changes.

5. If your workplace has a development plan for the next three years, briefly summarise the three points of that plan that will most affect you.

6. What learning needs do you have that relate to these three points?

7. If you work within the NHS, can you identify three local and national policies and priorities that will affect you, patients and other users of your services, and the organisation(s) for whom you work?

8. What learning needs do you have arising from each of these policies and priorities?

Your career

The following questions should help you focus on your key career goals over the coming years.

9. Looking at your career plans for the next three to five years, identify three new things that you want to be doing within that time frame.

10. What learning needs do you have that relate to each of these career aspirations?
