

Creating a personal development plan

Below is a simple example to help you formulate your ideas for a personal development plan (PDP).

Making a draft PDP		
Your needs	How can you meet those needs?	How will you know when you have met those needs?
What are the challenges in my job current that I need to meet?		
Where do I want to be in 2 years?		
Where do I want to be in 5 or 10 years?		
How does that fit in with what the practice wants?		
What adjustments will I need to make to achieve what I want?		
What adjustments will other people need to make for me to achieve what I want?		
What else should I consider?		

PDP template

You can substitute your own template for a PDP that is preferred in your own workplace or discipline, provided it contains the minimum content and scope, as specified here.

Timespan it relates to:

Date last updated:

Prioritised topics in PDP for previous year:

Justify why current topics in PDP are a priority

- A personal or professional priority?
- A practice or team priority?
- A national priority?

Who else will be included in your PDP?

What baseline information will you collect and how? How will you identify your learning needs?

What are the learning needs for the practice or team and how do these match your needs?

Have you had any patient or public input into your PDP?

What are the aims of your PDP arising from the preliminary data gathering exercise?

Action plan (give tasks, timetable, endpoints etc):

How does your PDP tie in with your other strategic plans (eg the practice's business or development plans)?

What additional resources will you require to execute your plan, and from where do you hope to obtain them? (Will you have to pay any course fees or will you be able to organise any protected time for learning in working hours?)

How will you evaluate your PDP?

How will you know when you have achieved your objectives? (How will you measure success?)

How will you disseminate the learning from your plan to the rest of the practice/primary care trust team and patients? How will you sustain your new-found knowledge or skills?

How will you handle new learning requirements as they crop up?

Record sheet to describe progress in work-based learning

Record your discussions, action plan, resource requirements and the outcomes that you expect from your case study. Think how you will collect evidence that demonstrates you have achieved what you have planned. Use the form below to record these aspects of your problem-based learning sessions, when you focus your session on your prioritised topic.

Your priority topic:

Your team includes:

Where are you now?

What will you do next?

What extra resources might this require?

The outcomes might include:

How will you demonstrate that you have achieved your outcomes?