



Personal Development and Training Plan 2018

Name:		Start date:	
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Objectives

List 3 to 5 key targets that you would like to achieve by the end of the year. What will the achievement of these goals mean to you as an individual? Outline the steps needed to achieve each goal and a reasonable time frame for their achievement.

Objective	What will this give me?	Steps to achievement	Timescale
1.			
2.			
3.			
4.			
5.			



Current skills audit

Complete a critical audit of your current skill level across a range of success factors for the role or position you wish to achieve. What strengths do you currently possess that you can leverage to show your skills? What areas do you need to work on to complete your skillset in this area? What steps will you take to gain these required skills and what courses, books, mentoring do you need to support this? (The skills listed below are a sample only and you should replace them with skills relevant to you)

Skill	Current rating on a scale of 1-10	Strengths	Areas for improvement	Steps for improvement	Resources required
Behavioural skills					
Personal appearance and presentation					
Timekeeping and reliability					
Communication skills					
Leadership					
Decision making					
Technical Skills					
Communication equipment					
Recording and reporting					
IT and systems skills					
Fire and Safety					
First aid and emergencies					
Physical skills					

Training Log

Complete the below log as you go through the year to document your own training and development. Keep a record of all the courses you attend, webinars, books and articles you read to help you achieve your goals. Also keep a record of people in the industry you call or email for support in reaching your goals. Record what you have learned from these experiences and most importantly how to apply the skills you have learned to your professional life.

Courses taken

Course	Certification	What have I learned?	How will I use this?
1.			
2.			
3.			

Webinars and e-learning

Webinar/e-learning course	Certification	What have I learned?	How will I use this?
1.			
2.			
3.			

Seminars and conferences

Seminar/conference name	Organising body	What have I learned?	How will I use this?
1.			
2.			
3.			

Books, subscriptions, blogs and podcasts

Title	Subject area	What have I learned?	How will I use this?
1.			
2.			
3.			



Mentoring/job shadow

Mentor	Subject area	What have I learned?	How will I use this?
1.			
2.			
3.			



Development Log

Record the steps you take each month to work towards your end of year goals. Every month you should plan to take at least one step towards each objective you wish to achieve.

	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					