

Personal Profile

name



Personal Development Made Easy

**A 5 Step Approach to Continuous
Personal and Professional Development**

INSPIRATION : EDUCATION : TRANSFORMATION

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Your Development Action Plan

Generally focusing on 3-5 significant areas of development over 3-5 years is seen to substantially improve a person's capability.

When defining development, it can help to focus on three types of Goals:

- Outcome goals: which have a longer-term focus.
- Performance goals: areas of performance we need to be good at to achieve outcomes.
- Actions (or process goals): things we need to do to develop the areas of performance.

Firstly Consider:

Strengths to Leverage – You may wish to do the Strengths finder assessment to help you.

What are the key strengths you have? How can you leverage these skills more?

Areas to Develop

What are your key areas of development?

You may want to refer to your Personal Profile when considering your strengths and areas for development



What is your North Star?

Consider what your North Star is? It's not necessarily a role – it can be a direction or a list of criteria you would like to fulfil.

Think about what would give you a real buzz and great satisfaction – it may not always be the natural role progression. You don't have to fit with convention – this is your plan!

Brainstorm your ideas with yourself and scribble notes below.



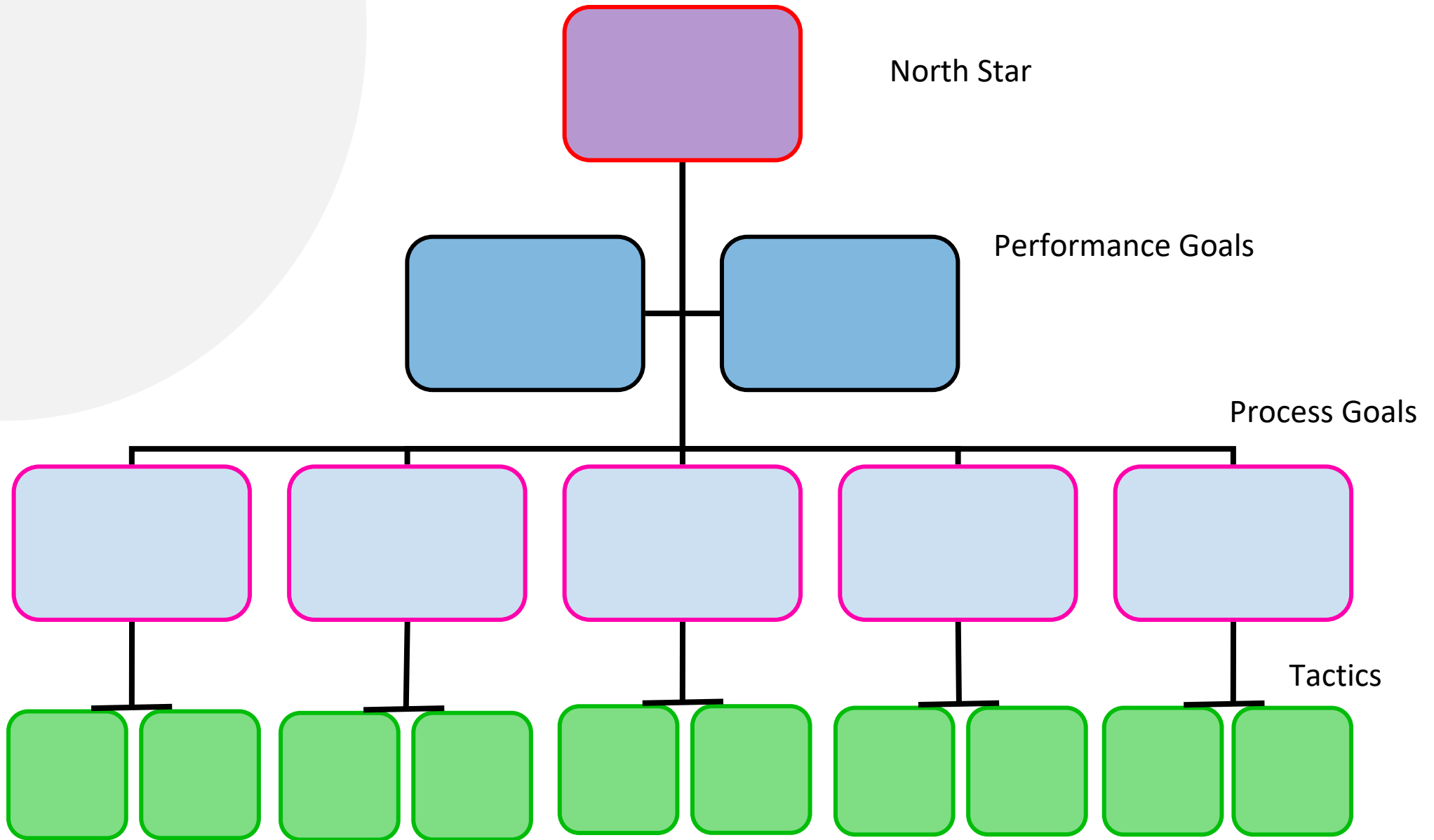
Now also consider the following when developing your RDAP.

- **Objective** – is it clear?
- **Success criteria** – can you measure success? Is this enough? How else can you measure it?
This really helps in defining actions and helping you know if you have achieved your goal
- **Action** – do you actually know what to do by looking at this plan?
- **Timescales** – are they specific
- **SENSE TEST** – does this make sense? Will it help?

There are many different approaches to capturing your Development Action Plan.

The following templates/pages are provided for you to use. Alternatively develop your own approach based on the key principles and presentations provided within the programme.

Development Action Plan: Overview



Notes:

Detailed Development Action Plan

OUTCOME OR PERFORMANCE GOAL:			
SUCCESS CRITERIA / WHAT DOES GOOD LOOK LIKE?:	Performance now? (0 - 10)	Importance to you? (0 - 10)	Confidence to do? (0 - 10)
ACTIONS / PROCESS GOALS:			TIMESCALE:
POTENTIAL BARRIERS TO SUCCESS:	ACTIONS TO OVERCOME BARRIERS:		

Detailed Development Action Plan

OUTCOME OR PERFORMANCE GOAL:			
SUCCESS CRITERIA / WHAT DOES GOOD LOOK LIKE?:	Performance now? (0 - 10)	Importance to you? (0 - 10)	Confidence to do? (0 - 10)
ACTIONS / PROCESS GOALS:			TIMESCALE:
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Detailed Development Action Plan

OUTCOME OR PERFORMANCE GOAL:

SUCCESS CRITERIA / WHAT DOES GOOD LOOK LIKE?:

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ACTIONS / PROCESS GOALS:

TIMESCALE:

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Detailed Development Action Plan

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Detailed Development Action Plan

OUTCOME OR PERFORMANCE GOAL:

SUCCESS CRITERIA / WHAT DOES GOOD LOOK LIKE?:

Performance now? (0 - 10)

Importance to you? (0 - 10)

Confidence to do? (0 - 10)

ACTIONS / PROCESS GOALS:

TIMESCALE:

POTENTIAL BARRIERS TO SUCCESS:

ACTIONS TO OVERCOME BARRIERS:

Please don't forget to link the 3 key documents together.

- Personal Profile
- Action Plan
- Reflective Log and Notes

They should all speak to each other and 'paint a picture of you and your development.

If you required further detailed action Plans the either create them yourself or download from the within the programme.

