

# 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

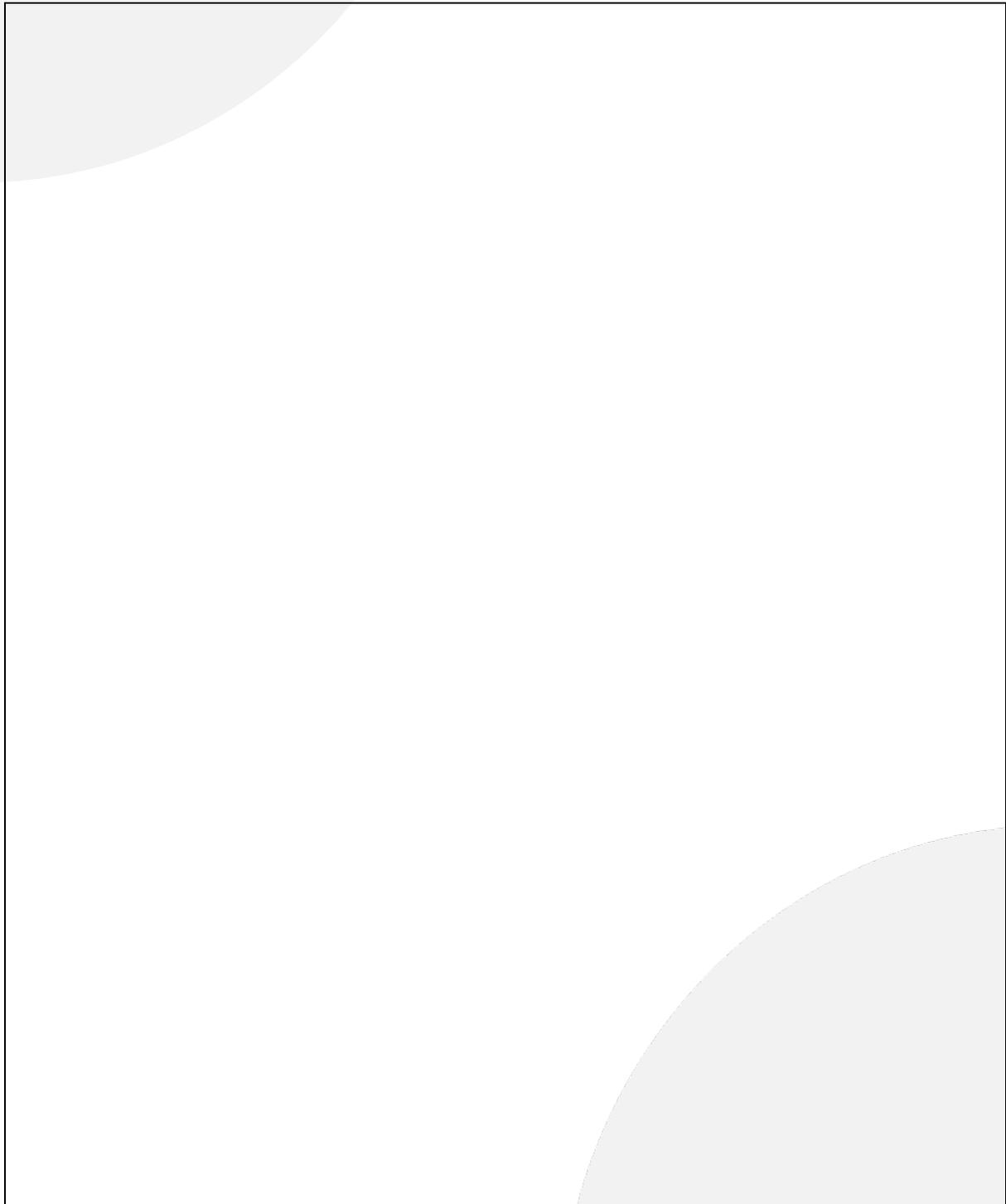


## What is your North Star?

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.



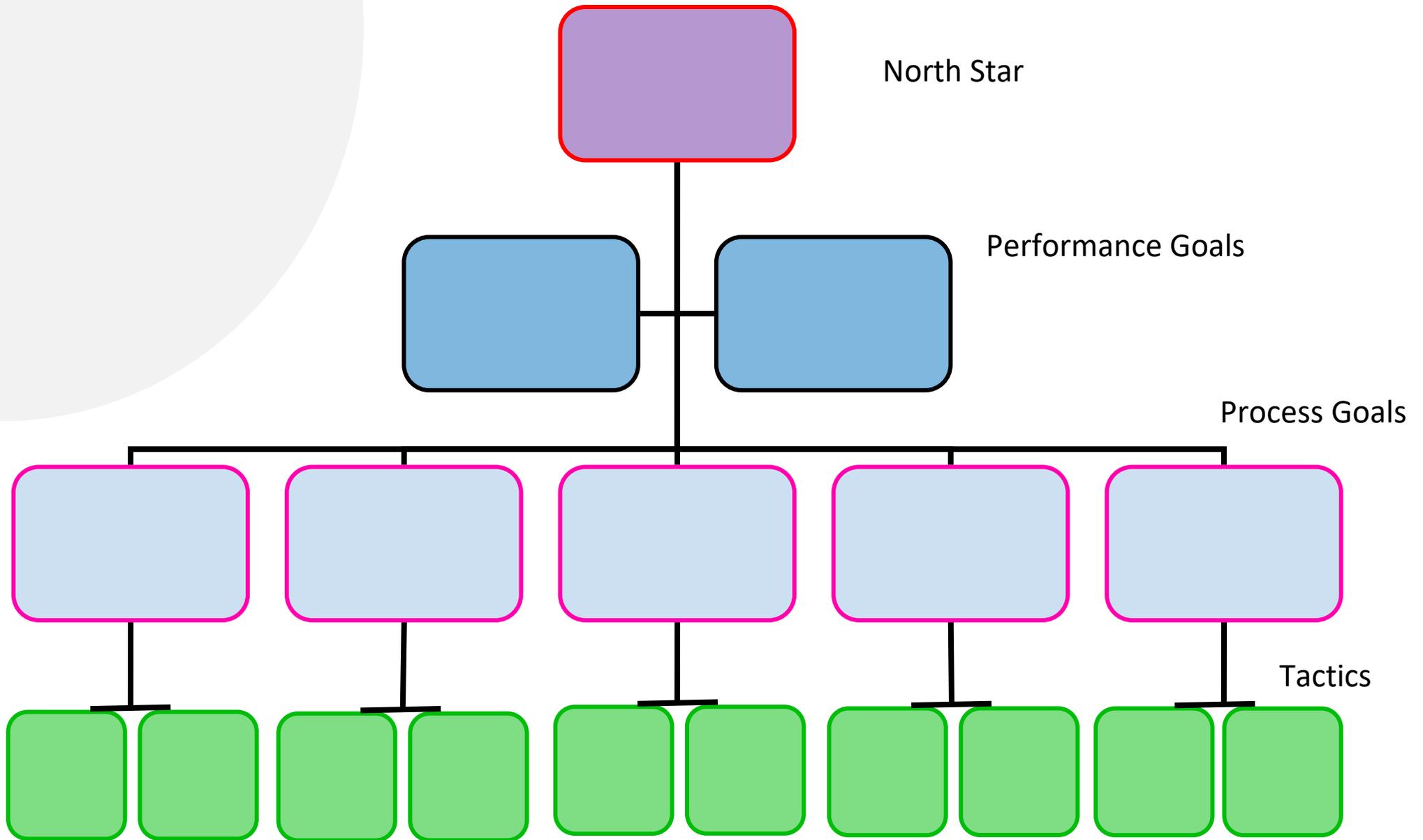
Now also consider the following when developing your RDAP.

- **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

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

## Detailed Development Action Plan

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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.

