

Personal Development Plan

Name:

Date:

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Personal Development Plan – completed example

Name: a.n.other

Date: April 2009

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To keep abreast of developments in the HE environment (Managing Self and Personal Skills, Organisation aspect)	- Awareness of key sector issues and how they affect my institution - Ability to contribute in an informed way to wider discussions - Being up to date with sector developments - Seek feedback from others on my wider contribution	- Set time aside for reading circulars and THES - Discuss issues with my line manager - Ask colleagues for feedback when they have attended external conferences within HE - Talk to colleagues whose roles expose them to these issues	- Volunteer to be on project team looking at new developments. - Have sector-wide issues as a regular item on team agenda
To be an effective chair of meetings (Managing Self and Personal Skills, Others aspect)	- Meetings run to time - Everyone feels they have had a chance to contribute - Groundrules are observed and breaches constructively challenged - Clear objectives set and desired outcomes articulated - Effective summarising throughout the meeting - Clarity provided about who is responsible for actions - Set aside time at the end of each meeting to review what went well and what could be improved next time	On-the-job coaching. - Ask xx to coach me as a role model of excellent chair - Observe xx in next meeting. - Volunteer to chair the next team meeting. Set objectives with xx prior to the meeting and review afterwards with feedback from xx	- Volunteer to be the next chair of yy group when current chair's term of office ends - Practise in team meetings when it's my turn to chair - Actively seek other opportunities to practise chairing skills - Seek regular feedback from meeting attendees
To maximise strengths in written communication (Managing Self and Personal Skills, Self aspect)	- Recognition by others that this is one of my key strengths - Using these skills to enhance the outputs of the team and the department	- Identify areas where I could contribute more, eg writing website content - Offer to act as 'critical reader' for colleagues - Review the team's standard letters and offer advice and suggestions to make them more accessible	- Ongoing discussion with line manager to identify opportunities to contribute at department level - To coach others, at their request