

Personal Development Plan (PDP) Template

A Personal Development Plan helps employees take ownership of their growth by setting clear, actionable goals for skill development, performance improvement, and career progression. This template provides a structured framework for planning and tracking progress.

1. Employee and Review Details

Employee Name:

Position / Department:

Manager / Reviewer:

Date Created:

Review Period: From _____ To _____

2. Development Objectives

Objective	Why It Matters	Expected Outcome	Priority (High / Medium / Low)
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☐ Objectives are specific and linked to performance or career goals.

☐ Each objective supports the organisation's strategic direction.

Tip: Choose three to five meaningful goals that stretch ability without being overwhelming.

3. Skills and Competencies to Develop

Skill / Competency	Current Level	Target Level	Development Method
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☐ Focus on both technical and interpersonal skills.

☐ Include future skills relevant to upcoming responsibilities.

Tip: Self-awareness is key. Honest assessment of current ability makes goals more achievable.

4. Development Activities

Activity Description	Responsible Person	Support / Resources Needed	Target Completion Date
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- ☐ Include a mix of learning approaches such as courses, mentoring, stretch assignments, and on-the-job practice.
- ☐ Ensure activities align with the employee's learning style and schedule.

Tip: The most effective learning comes from experience, reflection, and feedback, not just formal training.

5. Support and Resources

- ☐ Manager provides coaching or guidance.
- ☐ Training budget or time allocation agreed.
- ☐ Access to relevant tools, materials, or systems confirmed.
- ☐ Opportunities for shadowing or secondment identified.

Tip: Support should be practical and specific. Vague commitments often lead to slow progress.

6. Success Measures

Goal or Skill	Success Indicator	Measurement Method	Review Date
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- ☐ Progress measures are clear, observable, and realistic.
- ☐ Results reflect both skill improvement and impact on performance.

Tip: Define what success looks like before starting. This ensures fair evaluation later.

7. Review and Progress Tracking

Review Date	Summary of Progress	Next Steps	Manager Comments
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- ☐ Regular check-ins scheduled (monthly or quarterly).
- ☐ Achievements and learning documented as they occur.
- ☐ Adjustments made if goals or priorities change.

Tip: Consistent review maintains motivation and demonstrates genuine investment in growth.

8. Long-Term Career Goals

Career Goal Timeframe Actions Required Support Needed

- ☐ Goals link to future career aspirations.
- ☐ Development activities align with long-term direction.

Tip: Encourage employees to think two to three years ahead while staying realistic about current priorities.

9. Employee and Manager Agreement

Employee Signature:	Date:
Manager Signature:	Date:

- ☐ Both parties agree on objectives, timelines, and support required.

Tip: Signed agreement builds accountability and shared ownership of development.

10. Review Outcomes (End of Period)

Objective Outcome Achieved Evidence or Example Next Step

- ☐ Completed activities reviewed and acknowledged.
- ☐ New objectives created for the next period if appropriate.

Tip: Reflecting on progress helps embed learning and prepare for the next stage of development.

How to Use This Template

Use this plan collaboratively between manager and employee at the start of each review cycle. Revisit it regularly to track progress and maintain momentum. When used consistently, a Personal Development Plan becomes a powerful tool for motivation, retention, and career growth.