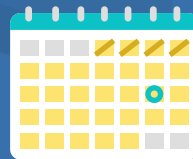
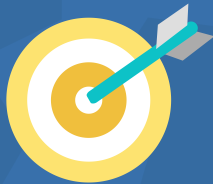
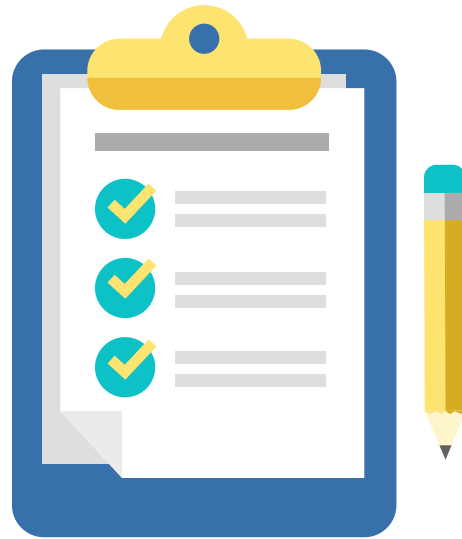




# Personal Development Plan





## Do you know what you'll be doing five years from now? If not, then it's time to make a plan.

Creating your own personal development plan not only helps you effectively plan for the future and manage your own learning and development, but it can also give you direction and help you move forward in your career.

### **So, what is a Personal Development Plan Template, and how can it help you achieve success?**

This Personal Development Plan Template will help you figure out how to think ahead, plan your months more efficiently, and evaluate your goals more effectively.



# How does it work?

Let's get started...

**\*Special Note: If your desired goal may or will take you away from WIN that's OK!**



## 1. Set Your Main Goals

These goals could have been set in the back of your mind for years, just waiting for the right time to make an appearance – but for others, it could take a bit of soul-searching.

If you're stuck, ask yourself the following questions: "where do I want to progress in my career?", "will I be happier in a different job?", "what new skills and knowledge would make me more fulfilled?", and most importantly, "what type of achievements are most significant to me?"

**Once you've set aside your goals, prioritize them—and try not to tackle too many at once.**

Be realistic with what you want to achieve, and remember that these goals can be anything from short-term to long-term, big or small.

### Examples:

"I want to become a Team Leader."

"I want to become a Gentle Teacher mentor."

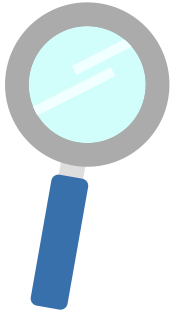
### Main Goals:

Goal 1:

Goal 2:

Goal 3:





## 2. Identify Your Current Strengths

Once you've decided on your main goals, it's time to consider your strengths.

What attributes do you already have that could help this goal become a reality? Are there any transferable skills you can use?

Even if you don't have any direct experience in the field your goals are in, a strength can be anything from dedication, a creative mind, a keen interest in a particular area of expertise, or even excellent people skills.

**Identifying your strengths can also lead you to potential areas for improvement.**

For example, you may have a range of experience in HR roles (strength), but no qualifications to quantify your skills (weakness).

And that's where the areas for development come in.

### Examples:

*"I'm great at talking to people and understanding their needs, and have a range of experience in customer service-based roles."*

*"I often draw in my spare time, and have a high interest in creative projects."*

### Current strengths that will help me achieve each goal:

Goal 1:

Goal 2:

Goal 3:



# 3. Decide On Your Key Areas for Development

If you often draw a blank when it comes to the common interview question, “what are your weaknesses?” – this section of the template could help with that.

Identify the main areas of your career, or skills that need improvement to achieve your goals, and from there, you’ll come up with realistic actions to turn your weaknesses into strengths.

**Make sure the areas that need work are linked directly to your main objectives, so you’ll actually be motivated to improve on them.**

## Examples:

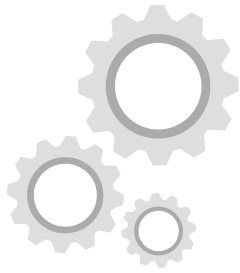
*“I lack the qualifications to build a career in “my desired career”*

*“I am an introvert and find it difficult to share my thoughts and ideas”*

## Key areas for development for achieving my goals:

1.
2.
3.
4.
5.





## 4. Research the Skills You'll Need to Achieve Your Goals.

**Do some in-depth research on what it takes to achieve your goals,** and what kind of skills, knowledge, or qualifications will help you overcome your key weaknesses.

*For example, if you want to become a Social Worker, but you have no previous experience, you'll probably want to consider gaining a specialized qualification by doing a course, or perhaps taking a more full-on approach and studying a related subject in college*

Alternatively, you can also engage in some practical, hands-on experience in the area you'd like to excel in.

### Examples:

*"I need to develop more depth in my understanding of Gentle Teaching"*

*"I need to learn team leader tasks and practice doing them"*

### Skills/knowledge/qualifications I need to achieve my goals:

Goal 1:

Goal 2:

Goal 3:



# 5. Start Taking Action

By identifying all of the above, you should be ready to set some concrete actions that will put you on the right track to achieving your goals.

Your actions should be heavily based on your weaknesses and areas of improvement, and what skills you will need to go ahead with fulfilling your ambitions. The amount of actions you set for each objective is solely dependent on you, your individual plan, and the complexity of your goals.

So, do your research and choose the action that suits you best. These actions could range from reading up on a particular topic and doing an internship or apprenticeship, to taking a course or learning a new skill.

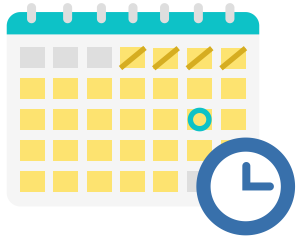
## Examples:

*"I'll join a committee to gain more skills and practice."*

*"I'll use the staff hub to access personal development strategies and journals to build my self esteem"*

Objectives	Action 1	Action 2	Action 3
Goal 1			
Goal 2			
Goal 3			





## 6. Give Yourself a Clear Timeframe for Each Goal

Setting a deadline for each of your goals will give you a visible target to reach and ensure you're on the right track throughout the entire process.

So, be realistic with your timeframes and take into account how long each individual action will take. You should also consider the potential obstacles that could delay you along the way, since things may not always run as smoothly as you'd like them to.

### Date I'll achieve each goal:

Goal 1:

Goal 2:

Goal 3:





# 7. Track Your Progression



**Finally, you should always track your development.**

Not only does this help emphasize where you've improved (which boosts your confidence and motivation), it also shows you what areas you're excelling in, and what areas may need work.

By recognizing the obstacles, you'll put in place new actions or alter your current ones in a way that better fits with your main goals.

## My progression:

Objectives	What I've achieved so far	Roadblocks I've faced	What I need to improve
Goal 1			
Goal 2			
Goal 3			

Visit the Staff Hub for inspiration and templates for setting your personal and professional goals! Ask your direct supervisor and co-workers for help and feedback on what you do well, and opportunities for growth.

Make this a fun and worthwhile exercise. It can be as meaningful as you make it. Being conscious of where you are and where you want to be, is something that will serve you well!

