



Personal Development Plan (PDP)

Employee Name: _____ Job Title: _____

Supervisor: _____ Date: _____

Reviewed with Supervisor (every six months) – Date: _____ Date: _____



A. CAREER INTERESTS

Think about and prepare to communicate your career interests. These career interests should be specific and concise statements about your future aspirations (that can include remaining in current position, a lateral move, or a promotion). Short-term goals are defined as achievable within the next 12 months; medium-term are defined as achievable within the next 2-3 years; long-term goals are those achievable beyond 3 years.

Short Term:

Medium Term:

Long Term:

B. PERSONAL ANALYSIS

Reflect on your strengths, areas you would like to develop to achieve your career goals, opportunities you could/should take advantage of, and the things that could hold you back from achieving your career goals. Strengths & areas for development are for you personally (look within), opportunities and threats are external – at your company, in your industry (look around you)...

STRENGTHS	AREAS FOR DEVELOPMENT
OPPORTUNITIES	THREATS



C. CAREER ACTION PLANNER

Set clearly defined, measurable action steps that will help you achieve your short/middle/long term goals. Feel free to ask for feedback from your supervisor or get input from others as you draft your plan (consider the job description for the career you desire – and what you need to build before you get there, feedback received, and conversations with someone currently in a similar role, etc.).

WHAT DO I WANT TO LEARN?	WHAT DO I HAVE TO DO?	WHAT SUPPORT & RESOURCES WILL I NEED?	HOW WILL I MEASURE SUCCESS?	TARGET DATE FOR REVIEW?

The above plan is not a guarantee or a commitment of a promotion, transfer, or any other specific results. Rather, a means of assisting with setting career goals and enhancing capabilities.