

Personal Development Plan

Name			Date	
Short-term Career Goal(s) (e.g. 6-18 months)	[usually the next promotion but may include other less tangible things such as 'to build my confidence in...' etc]			
Longer-term Career Goal(s) (e.g. 18 months to 5 yrs)	[the emphasis here is on encouraging your participant to think and plan further ahead. This may be promotion related but equally might be about other things e.g. fulfilment, professional development achievement, etc]			
Business/Personal Performance Targets	[these are around 'deliverables' as defined and agreed with you as the participant's sponsor and may include 'harder' targets such as fee income targets, business development/networking activity, etc]			
Interim Review Date	[1st progress review which should be identified at draft stage]	Final Review Date	[expected to be February 2017]	

[These objectives should be those that will materially lead the participant to achieve the career goals and performance targets identified above - i.e. the target position. Following the initial identification of objectives, in liaison with the coach you should ensure that a check is made to confirm that if the objectives are achieved they will *materially lead to the achievement of the career goals and performance targets above*. There may be as many development objectives as you consider appropriate but it is not recommended that there should be too many with 2 to 4 being an optimal number]

Personal Development Goals (specific areas your participant will work on to achieve his/her career goals and performance targets)	
Goal 1:	[Should be captured in specific and clear SMART-type language]
Identify the business benefit(s) which will result from the achievement of this goal	[may be very direct or more implied depending on the goal - it is important to encourage your participant to think in this way and to 'evidence' the actions they are planning to take.]
How will progress be measured?	[these measures will be used throughout the programme and at the end in order that you and the coach can assess the progress they are making]
What is the timescale?	
Specific Actions	[these are the actual things the participant will do to achieve the goal]

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	which you will have helped them to determine through your mentoring]
Identify any resources/support required	[optional - through the coaching sessions support such as training, reading a book, further coaching, etc., may be identified as being necessary in order for the participant to achieve the goal]

[following the three-way PDP review meeting you will sign off the plan to indicate that you have 'approved' the plan as being appropriate.]

Sponsor Sign-off: _____ **Date:** _____

[It is important that in collaboration with the coach you monitor the participant's progress throughout in order that any issues can be addressed and corrected promptly. The following part of the PDP should be completed at the end of the programme, i.e. February 2017, in consultation with the participant and the coach as a formal review of progress.]

Programme Review and Evaluation

Review and Assessment		
Coaching assignment review	% Completed/Achieved	Comments
Goal 1:		
Goal 2:		
Goal 3:		