

Personal Development Plan

Staff Member	
Supervisor	

Initial Personal Development Plan

Goal	Reality	Objectives	Deadline/ Timeframe
Set your overall objective(s). These should be short, sharp and clear. Eg: What is your overall aim? What are you hoping to achieve?	What is your current reality? What is actually, factually going on that supports your Goal? Eg: Where are you at right now? What have you already done?	What do you want to do? What can your TL do to support? Eg: Break down what you're going to do into smaller objectives. How are we going to do that?	Ensure you set a timeframe for your objectives. Eg: When are we going to do that?
Signed Staff Member	Signed Supervisor	Date	
Date of Next Review			



Ongoing Personal Development Plan

Goal	Reality	Objectives	Deadline/ Timeframe

Signed Staff Member		Signed Supervisor		Date	
Date Of Next Review					

