Training Programme

Develop-Mock Template for a Personal Development Plan

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**Project Name:** Bridging the gap between VET and business: Modern talent management and analytics 4.0 for SMEs in Europe  
**Project Acronym:** Talent 4.0  
**Project Number:** 2018-1-AT01-KA202-039242

**Personal Development Plan FORM**

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| Employee Info | | | |
| Name |  | **Department** |  |
| Position |  | **Reviewer** |  |

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| **MY CAREER**  **What are my aspirations for my career in the next 1-2 years and 3-5 years?** | | **MY DEVELOPMENT**  **What are my strengths?** | |
| ***Record short-and longer-term career aspirations*** | | ***Record top three strengths*** | |
| **Where was I at the start of this development journey?** | | **What are my biggest development areas?** | |
| ***Record description of role history in the organisation*** | | ***Record three largest development areas*** | |
| **Where am I now?** | | **What actions do I need to take?** | |
| ***Record current role and achievements to date*** | | ***Record actions to develop each area*** | |
| **What learning opportunities will I commit to taking after today? Use the 70:20:10 model to identify opportunities in each area.** | | | |
| ***Record experience-based activities*** | ***Record feedback-based activities*** | | ***Record formal learning-based activities*** |

**Personal Development Plan EXAMPLE**

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| Employee Info | | | |
| Name | Julie Andrews | **Department** | Human Resources |
| Position | HR Assistant | **Reviewer** | Anna Karenina |

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| **MY CAREER**  **What are my aspirations for my career in the next 1-2 years and 3-5 years?** | | **MY DEVELOPMENT**  **What are my strengths?** | |
| In the first 2 years of my career I would like to become a solid, dependable HR Assistant with limited need for supervision.  After 3-5 years I would like to development into an Assistant HR Manager | | My top 3 strengths are:   1. I quickly build good working relationships 2. I am a quick learner 3. I work well both independently and as part of a team | |
| **Where was I at the start of this development journey?** | | **What are my biggest development areas?** | |
| I joined the organisation as a summer HR intern during my last year of university. Upon graduation from my BA in Human Resource Management I applied and got the role of HR Assistant. | | 1. I’m not fully familiar with employment law 2. I have no experience with budgets 3. I am not very tech savvy | |
| **Where am I now?** | | **What actions do I need to take?** | |
| I have met all my colleagues and took time to get to know them personally  I completed my induction programme  I have started reviewing some internal HR processes and making suggestions for simplification | | 1. Study / attend course on employment law  2. Ask my manager if I can start being exposed to HR budgeting procedures  3. Use all the available IT systems available to me and ask for assistance where needed | |
| **What learning opportunities will I commit to taking after today? Use the 70:20:10 model to identify opportunities in each area.** | | | |
| 1. Use our HR Information system on a daily basis to learn its functionalities well 2. Shadow my line manager to learn more about HR in practice 3. Attend team and organisational meetings to better understand the business 4. Use my Employment Law seminar notes to review and update our HR policies to be legally compliant | 1. Ask for anonymous feedback from colleagues whom I provide a service to  2. Ask feedback from my line manager during our regular 1-2-1s on my progress | | 1. Attend the initial PeopleHR formal training to become our HR Information System’s Super User 2. Use the PeopleHR online tutorials to further familiarize myself with the system 3. Attend a seminar on Employment Law |

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