



Personal Development Planning

Objective

- To have provided a process of how to create a personal development plan
- To have considered what YOU believe is important to be successful in role
- To have provided suggestions with regards to the content of a personal development plan

Expectations

- What do you want to get from this session?



Introduction

Why?

- A vehicle to share your ambitions and development objectives with your manager
- Focus
- A means of tracking your progress
- Clarity of your strengths and weaknesses
- A clear plan of what resources you need to develop and how you are going to do this

Agenda

- 01 Introduction
- 02 Expectations
- 03 Brain Storm
- 04 Gap Analysis
- 05 Action Plan & Next Steps

Brain Storm

- What skills, knowledge and attitudes/mindset are required for you to be best in class?



Write your answers on the sticky notes & add to the flip chart paper

Do a brainstorm



Prioritisation & Gap Analysis

- Complete the Performance Profile
- Consider what skills, knowledge and attitude/mindset are required to be as successful as you can be in your role (or a future role)
- Do you have a job description or company competency framework that might help to inform this
- What would the people working around you say?

The Performance Profile

Skills, Knowledge and Attitude/mindset	1	2	3	4	5	6	7	8	9	10
Active Listening										
Questioning										

Step 1

Brainstorm the skills, knowledge and attitude/mindset of an ideal salesperson/manager/coach etc

The Performance Profile

Skills, Knowledge and Attitude/mindset	1	2	3	4	5	6	7	8	9	10
Active Listening										X
Questioning									X	

Step 2

Rate each quality or attribute on a score of 1-10 when 10 is high, in terms of how important you think this is

The Performance Profile

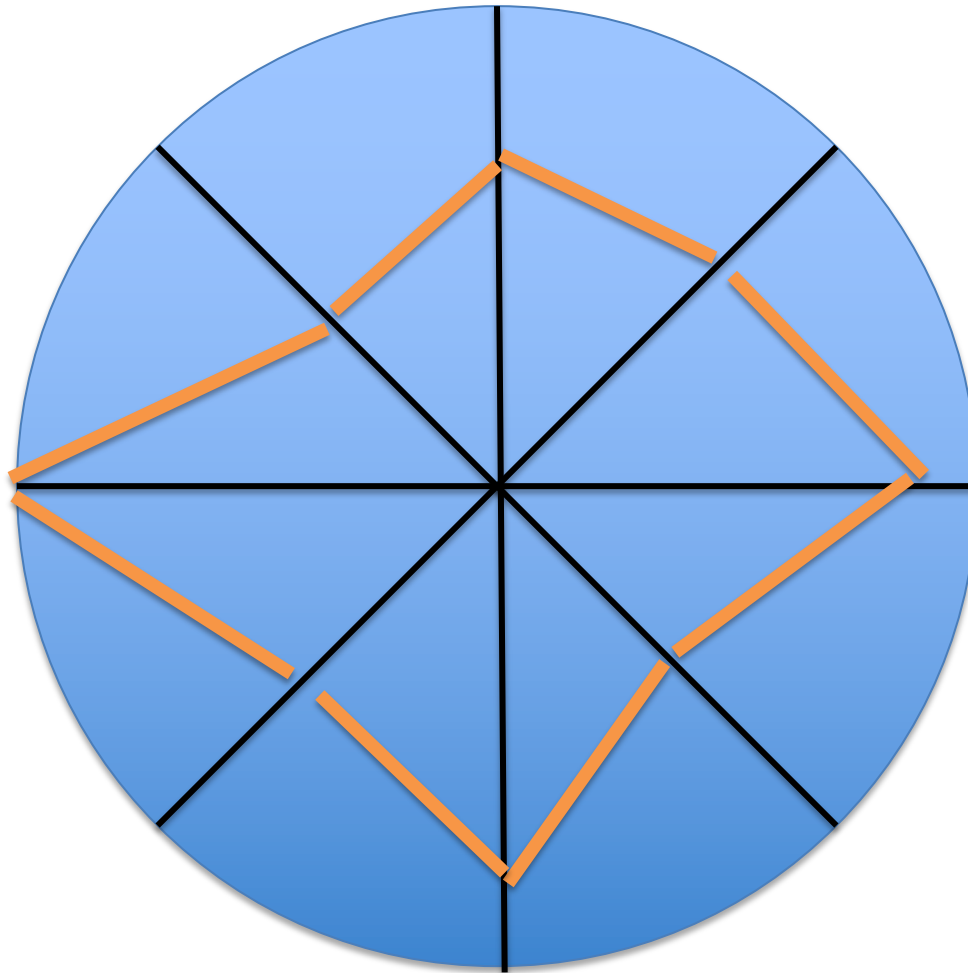
Skills, Knowledge and Attitude/mindset	1	2	3	4	5	6	7	8	9	10
Active Listening										X
Questioning									X	

Step 3

- Rate self on a score of 1-10 in terms of current capability
- Think about why you have scored this and seek feedback where possible to verify score !
- Agree a shortlist of key areas to focus on and develop an action plan

Spidergram

Present your results on a spidergram if you like it visual!!



Review

- 01 Review your results
- 02 Decide on priority areas
- 03 Write an action plan

Action Planning

Key Headings

1. **Key Area of Development**
2. **Tactics**
 - What will you do to achieve an improvement/consolidation in this key area
3. **Resources required**
 - This may be money or people?
4. **Timelines**
 - When will you need to achieve this by?
 - What's your deadline?

Personal Development Plan

Key Headings

1. **What do you want?**
 - What are your ambitions for now and in the future? (3,6,12 months?)
 - What do you enjoy doing? What are you good at?
 - What motivates you?
 - What do you hate doing?
2. **Your Performance profile or spidergram**
3. **Select and list of 3 strengths and 3 development areas**
4. **Identify 3-5 key areas of focus**
 - What would make the biggest difference? (ROI)
 - What would your stakeholders and manager suggest?
 - Do you have any blind spots?
5. **An action plan**

Questions



Next Steps?

- What format will your development plan take?
 - Powerpoint? Word?
- When will you have completed it?
- Who will you share it with?
- How often will you review it?

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