

Personal Development Plan

(Insert Your Name Here)

Value Statement: Your Why it is important to Grow goes here.

This template includes sections for the following process:

1. Assess your current state.
2. Identify areas of opportunities.
3. Skills and experience needs.
4. Develop your action plan.

Assess Your Current State

List your top five skills (things that you do well):

1. Example—Knowledge of accounting
2. Example—Organization
- 3.
- 4.
- 5.

List the five values most important to you: *Values are the things in your life that drive you, excite you, upset you, and are core to your being you. Reference your values from your annual goal board if you've done one.*

1. Example—Integrity
2. Example—Feeling what I do has meaning
3. Example-Continuously Learning
- 4.
- 5.

List your top five strengths: *Use these as leverage to help achieve your goals. (To validate your list, ask yourself if family, friends or coworkers would agree?)*

1. Example—Good listener—family and friends tell me

2. Example—Thinking strategically—noted on annual performance review
- 3.
- 4.
- 5.

Identify Areas of Opportunities

Where is your department headed? *If you don't know, ask your manager to explain.*

Example—Greater efficiency, accomplish more with less effort

Where is your company headed? *It is important that you understand and internalize the vision of your company. If you don't know or understand, setup a meeting to find out.*

What jobs or areas of interest look exciting and/or filled with potential?

How can you learn more?

1. Example—Sales—Job shadow Jane Doe, Sales Manager to learn more about sales.
2. Example—Book club—Talk to Jill Smith, who has experience with book clubs.
- 3.
- 4.
- 5.

Skills and Experience Needs

Based on the previous sections, which skills would be most helpful to my personal and career growth?

1. Example—Sales skills
2. Example—Learning more about how to bake
- 3.
- 4.
- 5.

Develop Your Action Plan

Based on the previous sections, list five key goals. Goals are longer-term aims, more general than objectives. They may take a year or more to achieve. Rather than limit yourself with

narrow goals like moving from Salesperson to Sales Manager, expand the possibilities and make your goal moving from Salesperson to management—either in sales or elsewhere.

Ask yourself: What can I do differently/better that would make the greatest positive impact in my work? What development priorities will give me the greatest leverage in improving my individual leadership and management competencies or my organization's performance?

List key goals:

1. Goal 1
2. Goal 2
3. Goal 3
- 4.

Objectives and Goals are specific actions that support your larger goals. Choose objectives that will have the greatest impact on achieving your goals. Use the SMART system to define them:

- Specific—can you clearly define the objective you want to accomplish?
- Measurable—how will you know when it's complete?
- Attainable—is it realistic, based on your current skills and experience?
- Relevant—how does it directly contribute to the goal you're pursuing?
- Time frame—can you accomplish it within a reasonable time period?

Complete the plan below. Print, and post it in a prominent place. Review regularly to maintain progress on achieving your goals.

Learning happens in 3 ways.

1. **Self Learning:** *This is you diving in to books, audio books or programs, magazines, YouTube videos. Self learning is the most accessible and cost effective form of learning and should be interwoven throughout your personal development plan. Even though some learn best with self learning, you should always explore other types of learning to gain important experience from those who have gone before you.*
2. **Professional Learning;** *this is something that you specifically pay for, classes, degrees, courses, seminars, conferences or programs. Professional learning is very impactful because it is focused with an agenda. The learner needs to be fully invested in this because professional learning is an investment financially. Professional learning should always be followed up with self learning exploring the books/theories/processes of teacher and putting into action.*
3. **Mentorship or apprentice learning;** *Mentorship is the oldest and most applicable of learning. Finding someone who has achieved what you want to achieve and learning from by asking questions of physically working along side them is very effective. The learner should ensure that the mentor has the values of the learner. The learner should be prepared with specific questions and learning objectives from the mentor. The learner*

should be respectful of the mentors time and be willing to invest effort and resources serving the mentor to show gratitude for the time invested in them.

a. Where to find mentors?

- i. Within the company*
- ii. From vendors or customers.*
- iii. From linked in.*
- iv. From professional educators you have learned from.*
- v. Business networking opportunities to meet others who have the same interests and goals as you.*

INSERT YOUR NAME HERE – 20XX PERSONAL DEVELOPMENT PLAN

Specific Objective	Measurement	Attainable	Relevance	Goal Date Effort	Learning Type
Example: Take a Project Management Fundamentals Class.	Attend all sessions and complete all assignments. Receive certificate.	Yes, with support of family members to be away for evening classes.	PM Certificate directly supports my goal of being qualified for a job in management.	5-week class, May/June Effort = 21	Professional
Example: Job shadow Jane Doe, Sales Manager for a day.	Follow a full day of Jane’s activities.	Yes, with permission from my boss to spend a day away from my regular work.	Gain insight into what a sales manager does and what skills are needed.	Set up a day this week. Complete next week. Effort = 8	
Example: Define and begin an exercise program.	Track duration and frequency of exercise program.	Yes, need to check with my doctor to ensure my plan is appropriate. Adjust plan as advised.	Supports goal to become physically fit.	First month, work up to steady routine. Maintain every month thereafter. Effort = 13	

Scrum Goal Board Construct.

4 Sections.

Backlog – What you want to accomplish.

To Do – What you are going to do next.

Doing – What you are doing now.

Done – What you have done.

- **1st Column = Goals = Backlog**
 - These are the SMART goals you defined above, all of the ones that you have not done yet.
- **2nd Column = To Do**
 - These are the goals that you are going to accomplish next once you are done with your current sprint.
- **3rd Column = Doing = Current Sprint.**
 - Sprint Length. This the timeframe of which you have given yourself to do the goals in the “doing”. I would recommend writing the sprint length and the amount of effort to accomplish in that sprint. Length can be anywhere from 1 week to 4 weeks but not longer than 4 weeks.
 - **Shorter sprints with fewer goals = more focus and more accountability.**
- **4th Column = Done**
 - What you have completed.