

Personal Development Plan (PDP) - Action Plan

Name		Date	
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My SMART goal	Strategies for achieving my goal	Resources required	Assessment/monitoring of progress	Target date	Date achieved
Example: I will attend a training course on presenting to help me improve my public speaking and presentation skills.	Complete a relevant training course on public speaking and presenting.	£600 cost for the training course. Two weeks needed for the course.	Booked my training course, which will begin next month. I will ask a colleague to evaluate my performance in training.	3 months	

This template should be used as a guide for completing your plan. You can adapt it to suit your needs.