

PERSONAL / PROFESSIONAL DEVELOPMENT PLAN - Template

Development needs for forthcoming year (Include as many learning needs as required to achieve agreed objectives)

Learning and Development Need Provide a specific description of the desired changes (e.g. skills gained, knowledge acquired, topics/themes/content covered)	Type of development E.g. Course, Workshop, Conference, Self-development (researcher, reading, etc.), Coaching, Mentoring, Job Shadowing, Project work, Committee Membership, etc.	Timescales E.g. End of April, To be completed in the next 6 months, Over next 1-2 years.	Who is responsible? E.g. Staff member, UoE L&D programme to support, Manager to arrange, Staff member to work with team and Manager, etc.	Further comments E.g. Resource requirements, Additional notes