

Template B: Personal Development Planning Skills Matrix Instructions

What is it?

Personal development planning (PDP) is a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan their personal, educational and career development.

Why do it?

The primary objective for PDP is to improve the capacity of individuals to understand what and how they are learning, and to review, plan and take responsibility for their own learning, helping students

- articulate personal goals and evaluate progress towards their achievement;
- become more effective, independent and confident self-directed learners;
- understand how they are learning and relate their learning to a wider context;
- improve their general skills for study, career management and marketing themselves to employers
- take a positive attitude to learning throughout life, educational and career development, meeting requirements of the professional institutes

The professional institutions or your employer may require you to submit a PDP when you apply for chartered membership or as part the staff appraisal. The professional institutions also have requirements for continuing professional development throughout your career which require you to update your PDP.

How it works

Personal development planning is essentially a process of:

1. **Thinking** about where you are now, what you like/dislike, reflecting on your strengths and improvements you would like to achieve
2. **Planning** where you want to get to, what skills and knowledge you will need to develop; how you will acquire them via learning opportunities open to you
3. **Doing** – putting your action plan into practice; recording the development you make; identifying when you have reached a goal
4. **Reflecting** on your learning and achievement and, in the light of this, where you want to go next (and so the cycle begins again)

Rating Your Skills

Column 1 is a listing of the key knowledge/skills /values the RTP1 has proposed as being essential for a planning graduate in order to be effective.

Column 2: list your evidence of when you have demonstrated this knowledge/skill /value. This could be drawn from your previous study, current course, work experience or outside interests. Remember most of the personal skills such as teamworking are deemed to be transferable from one situation to another. So, for example, if you worked effectively as part of a team in a bar job, it is likely that you would be able to reproduce the skills demonstrated then in your professional role as a planner. For some of the skills you will need to break the main heading down into a sub-set of skills e.g. "people and organisational management and leadership skills" could include: goal setting, strategy development, delegating, listening, time management, dealing with people and managing conflict

Column 3: please assess your current level of competency for each knowledge/skill /value, on a scale of **1 (requires development) to 5 (highly competent)**, in terms of what might be expected at this stage in your career.

Column 4: for each knowledge/skill /value you have rated below (5), please describe when and how you will develop it e.g. through a specific module or planned work experience. Be as specific as possible in terms of defining the skill, what exactly you plan to do and in your time schedule for achieving it.

Column 5: please reflect on how much you enjoy using each particular knowledge/skill /value and what implication this may have on your career direction

It's fine to leave a box empty if something has not yet been covered!