**What is a Personal Development Plan?**

Simply, it’s a tool to help us to use the feedback we have received from participants and co-trainers during recent training sessions, along with our own personal self-reflections, to record the things we are interested in developing further. This will help us continue to design and/or deliver high quality training. We have redesigned this form to enable you to capture your reflections, and record your development interests – but you could use any other format that works for you. Remember, it is a personal document – the things in here should reflect your own experiences, interests and passions and the things you want to do.

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| --- | --- | --- | --- | --- | --- |
| Name |  | Membership Number |  | Date |  |

Use this space to note down your highlights, learning curves and opportunities, and thoughts on your recent training design and/or delivery experiences. Don’t forget, if you have completed this form before, go back and reflect on your previous personal learning journey section too.

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| --- |
| My reflections |

Use this space to capture your thoughts about the next steps in your own learning personal learning journey – what would you like to do? The next time you take time to ponder-develop-progress, you can use the right-hand column to reflect on what you’ve done before thinking about your next steps.

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| --- | --- | --- | --- |
| **What I want to be able to do/experience …** | **What help and support might I need to do this** | **How I will know when I have achieved this** | **Reflections \***What did I do, when did I do it and how do I feel about it |
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\* Remember, you will complete this column when you next take time to look at your personal learning journey