

How to: Plan Your Personal Development

24th May 2023



Purpose

The purpose of this session is for you to gain a better understanding of why personal development is important and how you can plan your personal development journey.



Process



- What Personal Development Planning is
- Why it is important
- The components of a successful personal development plan

Payoff

By the end of this session, you will see why creating a good personal development plan is important and feel confident about creating one to support your future success.



1,770,000,000

What Personal Development Planning is

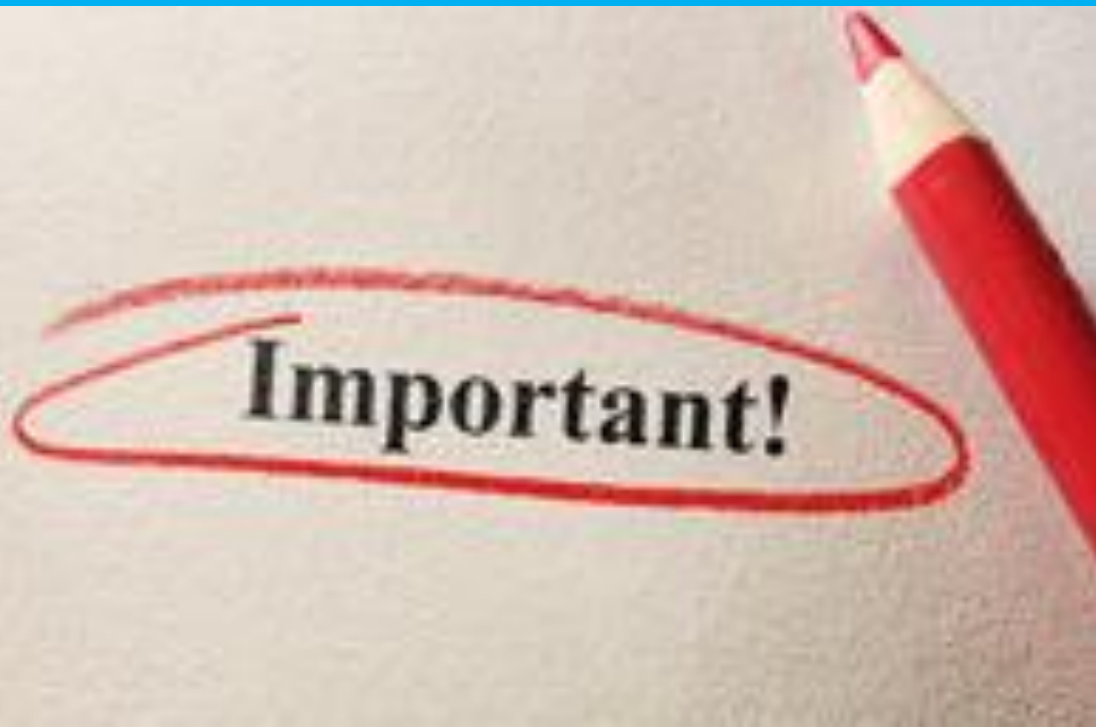
- Structured framework
 - Awareness of the skills you have
 - Identify and develop skills you need
 - Establish what you want to achieve
 - Consider how to achieve it
 - Focus on possible study
- Career and personal development options and goals

A structured Framework



Why it is important

- Establish clear goals/objectives
- Harness the power of our subconscious mind
- Guides our mind on auto-pilot
- Focus on what we want to achieve



Failing to plan is planning to fail

Professional Development Goals

- Stay up-to-date on industry trends
- Increase engagement and job satisfaction
- Align you with what you want out of your career
- Increase your marketability!



Consider the benefits of professional goals

Professional Development Goals Examples

- Develop a new skill set
- Enhance your current skills
- Take up leadership responsibilities
- Expand your professional network
- Update your credentials
- Keep up to date with your field
- Take a relevant course
- Shadow another colleague or department
- Find a mentor

Think about what your goals might be



Setting Professional Development Goals

- Know what you are working towards
- Set SMART goals or objectives:
 - **S**pecific
 - **M**easurable
 - **A**chievable
 - **R**elevant
 - **T**ime-bound



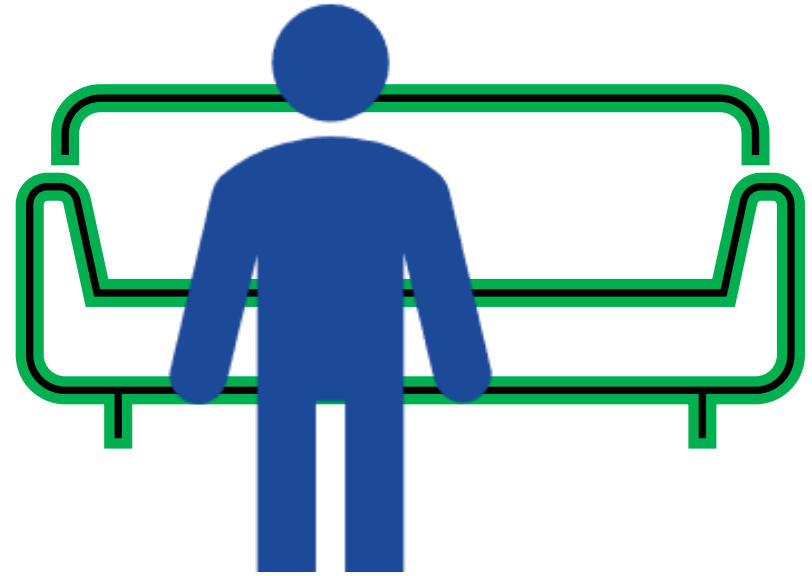
Start with the end in mind

Setting Personal Development Goals



Start with the end in mind

Setting Personal Development Goals

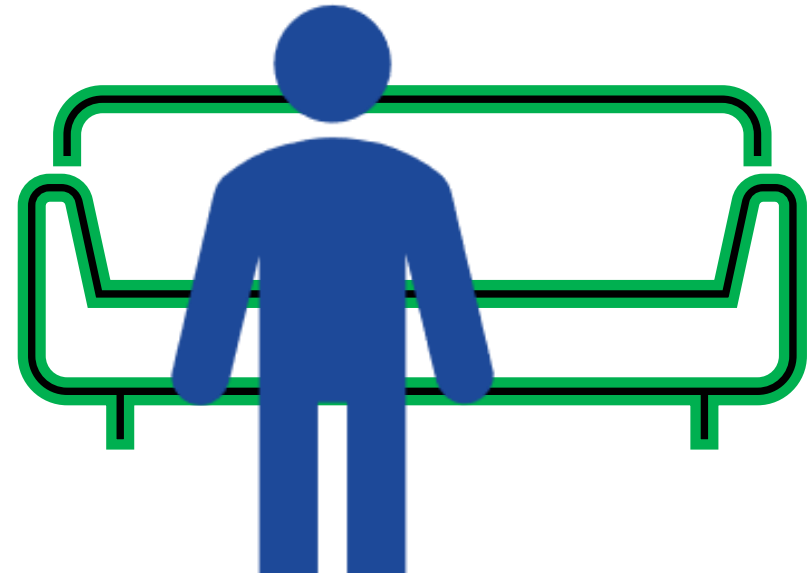


Start with the end in mind

Setting Personal Development Goals



NHS choices



Start with the end in mind

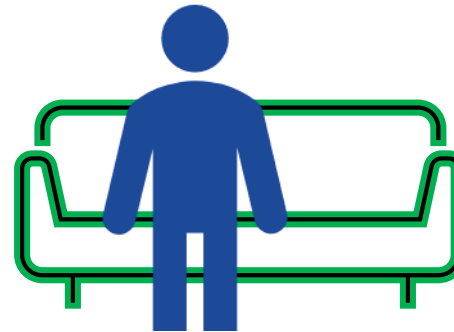
Setting Personal Development Goals

NHS Couch to 5 K

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Goal/Target 3 runs per week	Actual	Achieved %
Week 1								3	0	
Week 2								3	0	
Week 3								3	0	
Week 4								3	0	
Week 5								3	0	
Week 6								3	0	
Week 7								3	0	
Week 8								3	0	
Week 9								3	0	
								27	0	0%



NHS choices



Start with the end in mind

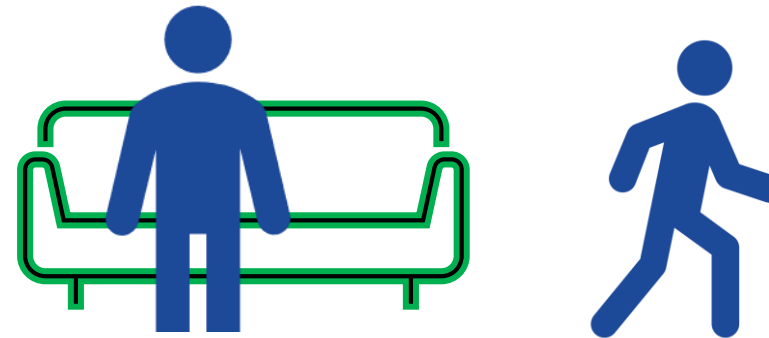
Setting Personal Development Goals

NHS Couch to 5 K

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Goal/Target 3 runs per week	Actual	Achieved %
Week 1		1		1			1	3	3	100%
Week 2								3		
Week 3								3		
Week 4								3		
Week 5								3		
Week 6								3		
Week 7								3		
Week 8								3		
Week 9								3		
								27	3	11%



NHS choices



Start with the end in mind

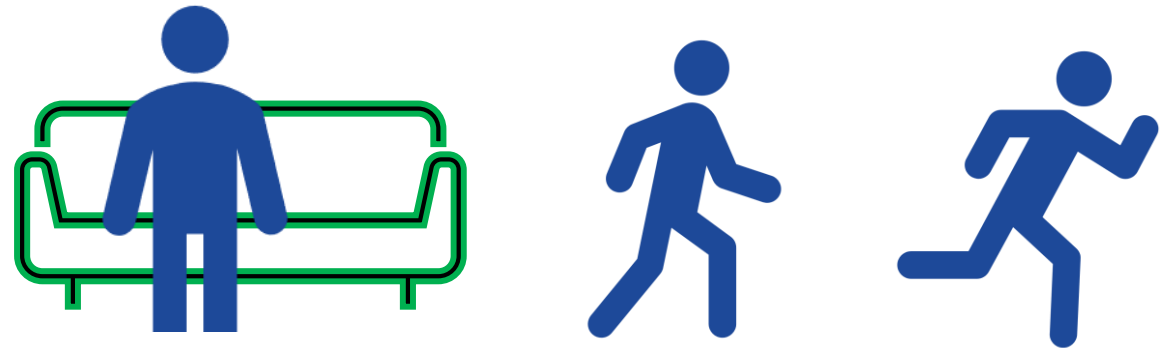
Setting Personal Development Goals

NHS Couch to 5 K

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Goal/Target 3 runs per week	Actual	Achieved %
Week 1		1		1			1	3	3	100%
Week 2	1		1			1		3	3	100%
Week 3	1					1	1	3	3	100%
Week 4		1		1		1		3	3	100%
Week 5	1		1					3	2	67%
Week 6	1	1		1		1		3	4	133%
Week 7								3		
Week 8								3		
Week 9								3		
								27	18	67%



NHS choices



Start with the end in mind

Setting Personal Development Goals

NHS Couch to 5 K

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Goal/Target 3 runs per week	Actual	Achieved %
Week 1		1		1			1	3	3	100%
Week 2	1		1			1		3	3	100%
Week 3	1					1	1	3	3	100%
Week 4		1		1		1		3	3	100%
Week 5	1		1					3	2	67%
Week 6	1	1		1		1		3	4	133%
Week 7	1			1			1	3	3	100%
Week 8		1		1		1		3	3	100%
Week 9	1		1		1			3	3	100%
								27	27	100%



NHS choices



Start with the end in mind

Setting Career Development Goals

- **To leave school**
- **Get a job/trade**
- **Apprenticeship – Electrician 4 years**
- **Personnel**
 - Assistant Personnel Officer NHS
- **To become an HR Director**
 - Personnel Officer NHS
 - Personnel Officer – Private Sector
 - Deputy Personnel & Training Manager
 - Personnel Officer – Different Sector
 - HR Manager – Different Sector & International
 - HR Director
- **Different Sector and wider experience**
 - Head of HR
 - HR Director
 - Director of Organisational Development – Europe
- **Learn French**
 - Moved to France for 1 year
 - Freelance Consultant
- **Set up own Business in UK**
 - The Portland Partnership (Training & Development)
- **Consolidate experience and Investment Opportunity**
 - Business Unit Director – Apodi HR&D
- **Learn something Different**
 - Soft Tissue Therapist

Employment Experience

Course of study / Professional Qualification

Employment Experience

Course of study / Professional Qualification

Membership of Professional Body - CIPD

Membership of Professional Body - IOD

Membership of Professional Body - ILM

Membership of Professional Body – ISRM & SMA

If you change your mind – change your plan

Components of a successful personal development plan

- Introduction
- Self-Assessment and Reflection
- Goal Setting
- Action Steps
- Resources and Support
- Evaluation and Measurement
- Review and Adjustment
- Celebration and Acknowledgement

Make it your own



Summary

- Believe you can do it
- Create a plan
- Constantly Review and Evaluate

Good Luck!

Failing to plan is planning to fail



Questions

