

Continuing Professional Development Plan

Name: Setting:

Covering the period from: To:

This record sheet is for your guidance only – you may present your development plan in any other format.

Planned outcome

Where do I want to be by the end of this period? What do I want to be doing?

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
<p>Be specific – clearly describe what you are planning to learn.</p> <p>Check – is this realistic, but challenging?</p>	<p>Take account of your preferred learning style.</p> <p>Detail the specific actions your are planning.</p> <p>Plan a mix of activities (workbased, formal development, informal and self-directed learning and activities)</p>	<p>The costs in time and money</p> <p>Whose support do you need to turn this plan into reality – a colleague, manager, mentor, employer, friend.</p> <p>Support is often essential in making informed decisions and to provide you with ongoing motivation to keep you on target.</p>	<p>What will you have learned (learning outcomes)? This is the measure to show that you have achieved your objectives. For example a qualification, implementation of new legislation, being able to put new skills into practice.</p>	<p>The date by which you plan to review your progress – be realistic.</p> <p>The date by which you intend to have achieved this part of your development plan. Small successes achieved quickly will provide motivation towards longer term goals.</p>