

Building Blocks 2.6

Personal Development Plan (PDP)

What is this?	A document which outlines someone's development areas.
What does it do?	Helps to maintain a focus on someone's development objectives, both during a coaching assignment and after it has ended.
When might I use it?	This can be offered to your coachee to complete at any time, e.g. during an assignment, or at completion stage, to help them stay focused once the assignment has ended.

Key principles

- Create a simple focus on the main areas someone wants to develop in
- Keep development objectives or goals simple and achievable. For example, 3-5 items work well, whilst 7-10 are difficult to remember, and potentially overwhelming.
- Use brief, succinct statements that explain the topic and goal in summary detail, record further detail separately.
- Descriptions are intended to be a simple record to support action planning and discussion.
- The document can be updated regularly, e.g. as progress is made, and objectives develop.

Ref.	Development theme/outcome	Benefit/opportunity	Actions to create progress
1.	<p>Increase tolerance to, and appetite for, risk.</p> <ul style="list-style-type: none"> • Increase comfort in situations where success is less guaranteed, e.g. 'this is a balanced risk' (and still a risk). 	<ul style="list-style-type: none"> - Increased flexibility, e.g. willingness to accommodate the unknown/ uncertain. - Increase ability to maintain progress rather than 'stop and stall'. 	<ol style="list-style-type: none"> 1. Find a method to evaluate risk in a structured way. 2. Apply a structured risk assessment method to career options. 3. Gain input from three other people, e.g. partner, friends
2.	<p>Increase sense of personal empowerment</p> <ul style="list-style-type: none"> • Develop a pathway and plan forward to become self-employed within 12 months. 	<ul style="list-style-type: none"> - Enables fulfilment of personal and professional goals. - Enables a focus on topics of personal fulfilment, e.g. supporting others, creativity, etc. - Provides personal challenge and growth. 	<ol style="list-style-type: none"> 4. Consider personal, domestic and professional aspects / impact – list them. 5. Identify additional support and resources required. 6. Create a robust business plan for review by professionals, e.g. the bank and business mentors.
3.	<p>Become more comfortable with raising own profile</p> <ul style="list-style-type: none"> • Build a broader network of business relationships and contacts • Increase personal impact, e.g. 'this is what I'm doing / this is what I'm involved in' • Develop knowledge and use of social media marketing and related activities, e.g. LinkedIn 	<ul style="list-style-type: none"> - Builds greater awareness of the business marketplace. - Increases potential for career success/choice. - Enlarges potential contribution. - Increases sense of self-expression and enjoyment. - Builds awareness of ways to communicate more broadly e.g. social networking, blogging etc. 	<ol style="list-style-type: none"> 7. List key areas of focus and contribution. 8. Identify (and communicate with) groups, communities and networks of people with natural resonance and synergy to own goals. 9. Attend a relevant workshop, e.g. modern marketing 10. Write one article on a topic you are passionate about of 1,000 words or less and get feedback on that.