|  |  |  |  |
| --- | --- | --- | --- |
| Professional Development Plan (PDP)  FOR APC, ASSOCIATE AND LEGAL Associate aPPLICATIONS | | | |
| Name |  |  |  |
|  |  |  |  |
| Membership number  (if applicable) |  |  |  |
|  |  |  |  |
| Period of plan  (two years) |  |  |  |
|  |  |  |  |
| Date of next review  (at least annually) |  |  |  |
|  |  |  |  |

#### **PART 1 – SWOT ANALYSIS**

Develop a SWOT analysis based on your written submission. Your written submission looked back at your achievements over the past few years while the SWOT analysis is looking forward.

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| Opportunities | Threats |

Please use the SWOT to inform Part Two.

#### **PART 2 – GOALS, OBJECTIVES AND ACTION PLAN**

For each goal you intend to achieve, you need to develop objectives and an action plan, which must be SMART. Your PDP **must** contain:

* One or two goals
* Two to four objectives **per goal**
* Two to four SMART actions **per objective**

Please review the main guidance on how to complete a PDP at: [www.rtpi.org.uk/apc](http://www.rtpi.org.uk/apc), [www.rtpi.org.uk/associate](http://www.rtpi.org.uk/associate) or [www.rtpi.org.uk/legal-associate](http://www.rtpi.org.uk/legal-associate). Additional resources are also available at: [www.rtpi.org.uk/pdpresources](http://www.rtpi.org.uk/pdpresources).

You are not expected to get your PDP corroborated but you should gain support for actions beforehand if required.

|  |  |  |
| --- | --- | --- |
| GOAL 1Where do I want to be professionally? | | |
| (GOAL 1) OBJECTIVE 1What outcome will help me achieve this goal? | | |
| **Action** | **How will you measure your learning?** | **Start date and end date** |
|  |  |  |
|  |  |  |
|  |  |  |
| (GOAL 1) OBJECTIVE 2What outcome will help me achieve this goal? | | |
| **Action** | **How will you measure your learning?** | **Start date and end date** |
|  |  |  |
|  |  |  |
|  |  |  |
| (GOAL 1) OBJECTIVE 3What outcome will help me achieve this goal? | | |
| **Action** | **How will you measure your learning?** | **Start date and end date** |
|  |  |  |
|  |  |  |
|  |  |  |

You may add / delete the goals, objectives and actions in the template as necessary.