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

#### **PART ONE – 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 information from your career aspirations and SWOT to identify some goals and objectives for Part Two.

#### **PART TWO – GOALS, OBJECTIVES & ACTION PLAN**

For each goal you intend to achieve, you need to develop objectives and an Action Plan, which must be SMART.

Please review the relevant guidance on how to complete a PDP: [www.rtpi.org.uk/legal-associate](http://www.rtpi.org.uk/legal-associate), [www.rtpi.org.uk/associate](http://www.rtpi.org.uk/associate) or [www.rtpi.org.uk/apc](http://www.rtpi.org.uk/apc). There is a checklist for the PDP within guidance that states the minimum number of goals, objectives and SMART actions you need to provide.

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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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