



# PDP

## PROFESSIONAL DEVELOPMENT PLAN (PDP)

Period of plan (two years):	Month/Year –Month/Year covering 2 years from the point of submission
Date of next review (at least annually):	Month/Year (1 year from now)
Name:	Person with a new job starting in the head office of a retail brand
Membership number:	XXXXXX

### 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.

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>Flexibility to adapt to new scenarios</li> <li>High standard of presenting</li> <li>Great sales skills</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>Time management could improve</li> <li>Unfamiliar with product lines</li> <li>Have not used Electronic Point of Sale (EPOS) software used here</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>Internal training sessions</li> <li>Cross-company placements</li> <li>Senior colleague’s maternity leave – chance for more responsibility</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>Potential for aggressive takeover of company</li> <li>High street sales continue to slip</li> <li>New lines untested - risky</li> </ul>

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 complete one to three goals; two to four objectives per goal; and two to three SMART actions per objective. *You may delete the goals, objectives and actions in the template as necessary.*

You are not expected to get your line manager or mentor to corroborate your PDP but you should gain their support for actions beforehand, if required.

<b>GOAL 1</b> <b>Where do I want to be professionally?</b> I am starting in a new role and do not yet know the opportunities available to me. However, in 2 years' time I will have progressed, and be ready to roll out my own marketing plan, and develop my own handpicked range of retail items for the shop floor.		
<b>(GOAL 1) OBJECTIVE 1</b> <b>What outcome will help me achieve this goal?</b> Develop my understanding of the EPOS system used by new employer.		
<b>Action</b>	<b>How will I know I have achieved it</b>	<b>When will it commence and finish?</b>
Internal training session booked for 1 <sup>st</sup> week in role. This will give an overview of the system and how it fits in with sales and reporting.	I will be able to use the system to generate sales reports on each product line.	12 June 20XX
Job shadowing with stocktaking team has been arranged for the second week to understand how the handheld devices manage stock control – gain a better understanding of what the numbers in the system actually mean!	I will be able to manage the stocktaking process without supervision.	17 June 20XX
<b>(GOAL 1) OBJECTIVE 2</b> <b>What outcome will help me achieve this goal?</b> Become better at managing and prioritising my workload		
<b>Action</b>	<b>How will I know I have achieved it</b>	<b>When will it commence and finish?</b>
I don't yet know if opportunities for time management training will exist in the new role so will watch the '5 TED talks to help you work smarter' I have found online.  This can be done in my own time.	I will use the 'Eisenhower Quadrant' system and ensure that no more than 1 item per day moves to the 'urgent and important' box	1 each day from 1 Jun 20XX till 5 June 20XX
Complete free online 'Intro to Time Management' Course through <a href="http://www.URLhere.co.uk">www.URLhere.co.uk</a> in my own time. This covers efficiency, routine and planning in order to make most effective use of time.	To receive the diploma I must score over 80% on the final test.	Course is 4 hours long and I will do this on 6 August 20XX

More objectives, actions, and possibly goals would need to be added to address weaknesses and prepare this person for their new role, and progression through it to where they want to be. Notice that they've taken the initiative to do their own studies as they do not yet know what opportunities are available beyond induction.

More actions to fill out the 2 year plan period would also be needed, rather than just up to August as shown here.