

## **PERSONAL DEVELOPMENT PLAN**

An important component of a *Total Performance Evaluation* is an assessment by an individual of their own abilities and interests.

The attached questionnaire should be completed **by the incumbent** for their personal use, being as open and candid as possible. This form is strictly to be used to assess individual interests and future training and development needs, and to form the basis of further discussion with the incumbent's supervisor (if desired) about future training and development goals.

### Process:

1. On the attached Personal Development Planning Worksheet, rank your abilities and interests (or where you'd like to be) for personal growth, soft skills and management/leadership skills development.
2. Review abilities and skills that you have ranked on the 'lower' end of the scale, and interests you have ranked on the 'higher' end of the scale, and identify the top 3 priorities for development.
3. Complete a summary of personal growth and skills development priorities, how you intend to improve these, and an estimated date by which this development might be completed.
4. The results can be used to form part of the discussion with your supervisor about training and development needs and interests.
5. A discussion about progress toward your training and development goals should be part of scheduled periodic review dates in September and January.

## PERSONAL GROWTH NEEDS/INTERESTS

Rank your current abilities and/or where you'd like to be, using the scale below

Growth Areas	My Abilities "I am able to..."			My Interests "I want to ..."		
	High	Med	Low	High	Med	Low
1. Excel in my current work						
2. Remain current and knowledgeable in my field						
3. Be change-ready – approach change positively						
4. Move in a new career direction and take new on challenges within the University						
5. Position myself for advancement, take on higher profile assignments and become more visible						
6. Understand the future trends in business and technology that will require me to learn new skills						
7. Share my expertise as a mentor to others						
8. Review my profile (work style, personal preferences, skills and values) and use this for effective self-development						
9. Explore activities (work/volunteer) that will provide me with an opportunity to enhance my skills						
10. Gain recognition for my accomplishments on the job						
11. Develop my marketing package: develop a resume and cover letter to prepare for a new position at the University						
12. Engage in career management practices to explore new career directions and self-development						
13. Prepare for my retirement life and/or next career						
14.						
15.						
16.						
17.						

## MANAGEMENT/LEADERSHIP DEVELOPMENT

Rank your current abilities and/or where you'd like to be, using the scale below

Growth Areas	My Abilities "I can..."			My Interests "I want to be able to..."		
	High	Med	Low	High	Med	Low
1. Understand leadership attributes and best practices and next steps required to becoming a better leader						
2. Analyze work to be done and organize to achieve the greatest benefit/most efficiency; meet deadlines						
3. Use logical, systematic/creative thinking to understand/resolve problems						
4. Developing partnerships and build collaborative relationships, understanding the importance of building networks						
5. Contribute to a team in a way that makes the team stronger and builds relationships to achieve goals and outcomes						
6. Provide ongoing coaching and feedback to encourage growth in others.						

7. Act as a mentor; provide recognition of achievement; encourage employee involvement in decision-making						
8. Advocate and enable continuous learning opportunities for employees and self						
9. Understand the strategic direction of the University and how my own unit 'fits in'						
10. Embrace change and search for innovative improvements to processes that are mutually beneficial						
11.						
12.						
13.						
14.						

### SKILLS DEVELOPMENT

Rank your current abilities and/or where you'd like to be, using the scale below

Growth Areas	My Abilities "I am able to..."			My Interests "I want to be able to..."		
	High	Med	Low	High	Med	Low
1. Satisfy internal and external customers; determine and resolve problems; build and maintain relationships						
2. Adapt to changing circumstances and execute plans						
3. Use active listening to understand others and express thoughts clearly						
4. Convey messages in a simple, clear and useful manner						
5. Address small and large groups and make effective oral presentations						
6. Prepare and present ideas, proposals, projects and solutions						
7. Invest in new solutions when presented with a problem, and think outside of traditional methods for solutions						
8. Show Initiative, self-motivation and enthusiasm to see possibilities or opportunities and to act on them						
9. Understand that different audiences require different types of communication vehicles						
10. Estimate costs and benefits and present financial information in traditional accounting terms						
11. Track costs against a budget and plan to ensure a small surplus						
12.						
13.						
14.						
15.						

## PERSONAL DEVELOPMENT PLAN – SUMMARY

Summarize the top 3 areas of personal and skill development that you would like to work on over the next 12 months. Include your thoughts on how you might accomplish this development, including volunteer work, self-study, work assignments, courses paid by tuition assistance or management PDA.

### **PERSONAL GROWTH NEEDS/INTERESTS**

<b>Priorities over next 12 months</b>	<b>How will I accomplish this?</b>	<b>Achievement Date</b>

### **MANAGEMENT/LEADERSHIP SKILLS DEVELOPMENT**

<b>Priorities over next 12 months</b>	<b>How will I accomplish this?</b>	<b>Achievement Date</b>

### **SOFT SKILLS DEVELOPMENT**

<b>Priorities over next 12 months</b>	<b>How will I accomplish this?</b>	<b>Achievement Date</b>