

**LONDON’S GLOBAL UNIVERSITY**

**Professional Development Plan**

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| **Name of Appraisee** | **Post** | **Department / Division** | **Name of Appraiser** | **Date** |
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| **Goal/Career Aspiration** |
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| **Development Area** | **Timeframe** | **Development Activity** | **Development Practice** | **Learning Outcomes** |
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**Guidance on completing your development plan.**

A development plan can be completed by staff at any grade but it is most useful to those who have a clear plan of where they wish to take their career in the future. It enables you to set out the areas in which you wish to develop, against a specific timeframe, how you want to get there, and what you need to see in order to measure your success.

You should complete your development plan as part of your annual appraisal with your line manager, as this is the time when you will have dedicated time to engage in a developmental conversation about your performance, your goals for the next 12 months, and your career aspirations.

1. **Career goals/aspirations**

Following your meeting with your Appraiser, you should complete this section with details of your future career goals/aspirations. Provide as much relevant detail as possible, as this will help you identify specific areas for development in the next section. If you need to go through several stages to achieve your goals/aspirations, you can describe this is in full, but you should focus on any activities that you need to undertake over the next 12 months.

1. **Setting out the details of your development plan**

Using the grid, break down your planned activities over the next 12 months, under the individual headings. The following examples have been provided to illustrate how you might complete the form.

**Development Area**

* Currently a specialist but would like to move into a project management role.
* Develop my strategic thinking, planning and action.
* Need to improve my leadership and time-management skills.

**Timeframe**

* In one month: ask to lead the team for a small project.
* In two months: secure a mentor.
* In three months: enrol in project management courses.
* In one year: ask for project management promotion.

**Development Activities**

* Find a management mentor.
* Accept increased responsibilities in my current job.
* Complete a project management seminar.
* Attend a leadership programme to obtain knowledge in time management.
* Learn specific coaching techniques.

**Development Practice**

* Provide mentoring support to junior members of the team.
* Lead a larger project within the team or collaborate on a cross-departmental project with other colleagues.
* Share my newly acquired project management skills within the team.
* Use my coaching skills in staff 1:1s and appraisal meetings.