**PERSONAL DEVELOPMENT PLAN (PDP)**

PDPs should have SMART objectives – which helps to make them achievable. Think about the following to help you;

**S** – specific things – be focused and not too general – why has this learning need arisen

**M** – measurable – so you know when you have achieved it

**A** – achievable – be realistic! You can’t learn everything in one go! How will you achieve it? What strategies can you use?

**R** – relevant – make it relevant to your role – how will achieving the goal make a difference to your practice?

**T** – time lined – so you can tick them off and add new objectives

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| **LEARNING/DEVELOPMENT NEED** | **DEVELOPMENT OBJECTIVE** | **ACHIEVEMENT DATE** | **STRATEGIES TO USE** | **OUTCOMES/EVIDENCE** |
| WHAT BROAD AREA DO YOU NEED TO ADDRESS? | WHAT SPECIFIC GOAL ARE YOU SETTING? | WHEN DO YOU HOPE TO ACHIEVE IT? | HOW WILL YOU ACHIEVE IT? | HOW WILL YOU KNOW YOU HAVE ACHIEVED IT? |
| ***An example;***  *To manage breast problems* | *To be capable in breast examination* | *3 months* | *Undertake 2 CEPS assessments with my clinical supervisor* | *When my CS has signed off 2 breast examination CEPs as capable* |
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