**Guidance**

UCISA has created this planner for members to utilise for their own personal development and reflections. It is designed to help you reflect on your personal development goals or objectives. The UCISA Guide to Developing a Personal Development Plan has been designed to help you complete this planner.

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| **Name** | **Current Institution** |
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**Reflect on your current skills and knowledge:**

You could do this via a SWOT analysis or just list your strengths and where you think you need or would like to develop your skills and expertise. Ask colleagues to give you some independent perspectives – they can help you get a more rounded view of your skillset.

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| **What I do well** | **Where I think I could improve** |
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**What are My Goals or Aims?**

What skills or long-term goals are you looking to achieve, based on your current skillset reflections? There may be some necessary, shorter-term role-specific objectives that you need to accomplish but often they can be linked to longer-term aims.

How will you achieve those goals? What are the tangible steps you need to take? And how will you know that you are on track to achieve them? Are there people around you who can support you with your goals?

**Personal Development Plan**

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| **Goal / Objective**  What are you looking to achieve or want to be able to do better? | **Actions**  What are the key steps or approaches that will me achieve my goals? | **Success Criteria**  How will you know you are on track? What does a successful outcome look like? | **Support**  Who can help you with your goal and support you to achieve it? |
| **To improve my presentation skills** | 1. Take a course on creating effective presentations 2. Utilise MS Powerpoint Speaker Coach and see how it can help with rehearsing my presentations. Use feedback to improve speaking to presentation. 3. Take a LinkedIn short online course about presenting | 1. Feel less nervous about presenting to others and senior colleagues 2. Feedback on presentations is positive 3. Feel more confident about giving a presentation 4. Willing to present at an external webinar or conference. | 1. Speak to staff development dept about face-to-face course 2. Ask a colleague/friend to look over slides and give feedback. 3. Ask colleagues/friends to listen to rehearsals and give feedback |
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