

Personal Development Plan

Name :
Reviewed with Line Manager date:

Date:
Updated date:

What are your Objectives? ⁽¹⁾ What do I want to be able to do or do better?	Where am I now? ⁽²⁾ What do I do now when I do this skill?	Where do I want to be? ⁽³⁾ What does it look like when I have achieved success?	How will I get there? What action will you take to get from column 3 to column 4 ⁽⁴⁾		
			What ⁽⁵⁾	When ⁽⁶⁾	Who ⁽⁷⁾

Completing the Self Development Plan Template

Key principles for completing this template are:

1. Complete each section, see numbers 1 to 7, one at a time. For example, in column 1, consider the problems you encounter each day at work, like missing deadlines, or getting stuck in your email inbox.
2. Use a page for each skill/behaviour that you wish to improve, e.g. Time Management or People Management.
3. Do not spend too long completing each page. The mistake many people make is spending hours creating a great plan and then never touching it again. They don't touch it again because it is too big and scary. A total of 45 minutes is recommended to write the plan.
4. In columns 5, 6 and 7, write one simple and practical task that you will do each month to improve this skill. For example, read 3 chapters of the 'Eat that Frog' Time Management book. Or research 'great project management for 20 minutes', or book some Executive Coaching with MBM. The simpler and more practical, the more likely you are to keep re-visiting your personal development plan.
5. Write on this template in pencil so that you can rub it out and write over it. Spending time typing and formatting takes effort that you could be spending developing yourself and also makes the document less likely to 'live and breathe'.



MBM - The Home of Sticky Learning ®

We are the soft skills training provider to leading UK Manufacturing and Retailing companies partnering with them to increase their sales and profits. They choose us because of our money-back guarantee, our relevant experience, and that we make their learning stick.

“I have been working with MBM for over a decade. During that time they have worked together with me and my Sales and Marketing team on both category projects and people development. I have come to trust that when they say they will do something they will, they bring me solutions, and not problems, and can be relied upon to do a great job. My recommendation is MBM because as well as looking after the development of my team very well for many years, they have also helped us solve many category challenges”.

Andy Jenkins, Sales and Marketing Controller, Cranswick Convenience Foods plc

A Selection of Courses Offered by MBM

Our courses have been designed to solve a specific problem facing manufacturing and retailing companies. They are all delivered by world-class tutors that have worked in the Industry. In addition, like all of our training courses, it includes our ROI guarantee.

- ✓ Category Management
 - ✓ Coaching Skills
 - ✓ Communication Skills
 - ✓ Conflict Resolution
 - ✓ Influencing Skills
 - ✓ Leadership Skills
 - ✓ Mental Health Training
 - ✓ Negotiation Skills
 - ✓ Net Revenue Management
 - ✓ People Management Skills
 - ✓ Presentation Skills
 - ✓ Sales Training
 - ✓ Team Building
 - ✓ Time Management Skills
 - ✓ Car Coaching for C-Suites
 - ✓ Creating a Business Plan for Suppliers
 - ✓ Employee Engagement
 - ✓ Executive Coaching
 - ✓ HBDI ®
 - ✓ Learning To Learn
 - ✓ Must Win Meetings
 - ✓ Myers Briggs
 - ✓ Training Needs Analysis
 - ✓ Understanding Supermarkets
 - ✓ Virtual Classroom Soft Skills
- We also offer a range of e learning and one2one training options.



Making Business Matter
Trainers to the UK Grocery Industry
80% of our Learners are still using their new skill 5 months later - we guarantee it!

To find out more please contact:
0333 247 2012
helpme@makingbusinessmatter.co.uk



Sticky Learning