

Personal Development Plan for

Example Personal Development Plan



Thank you for completing your free personal development plan at: <https://www.makingbusinessmatter.co.uk/personal-development-plan-template/> This tool will help you to be the best version of yourself. You can go back and complete the PDP as many times as you like with no charge.

Hopefully, you ticked the option to get feedback from us too. If you did, we'd shortly be emailing you with some pointers for how you can improve your plan further. We suggest writing about your plan. Don't keep it neat and tidy because the best plans are updated, scribbled on and live & breathe. Not put on a dusty shelf to never be used.

This is the main pitfall of PDPs. They are kept neat & tidy, rather than abused & used. The other two pitfalls are 1. Starting - Just start because once the snowball starts rolling down the hill, it will gather momentum. And 2. Trying to do too much - We have a saying in our time management course - NO woolly mammoths. Don't write a big action like 'move house', instead start small with 'Phone estate agent'.

Now, go be even more brilliant with small and regular improvements...

The MBM Team

Name: Example Personal Development Plan		
Email: ow@makingbusinessmatter.co.uk		
Choose a soft skill:		
Communication-Skills	Coaching-Skills	Conflict-Resolution-Skills
Where are you on this soft skill? When you completed this part we recommended that you had printed our competency frameworks to give you an idea of where you are on this skill. Here are those competency frameworks .		
I need to improve communication.	I have little knowledge of coaching.	I feel as if I am unable to resolve conflicts appropriately.
Where do you want to be on this soft skill?		
I wish to have communication which is beneficial for the team.	I wish to be an expert coach.	I wish to be a great conflict solver and preventer within the team.
Which level do I want to be on the MBM competency framework for this soft skill?		

I will learn new ways to improve communication by watching how others communicate.	I will watch videos on coaching skills, and find real world example of success.	I will take this into practise within the workplace.
I will actively ask for feedback on my communication.	I will do a small qualification in coaching and put my knowledge and new skills into practise.	I will use feedback or personal experience from applying these skills to further improve.
When will I take this action?		
22-08-2022	22-08-2022	22-08-2022
What other action will I take to get there on this soft skill?		
I will learn new ways to improve communication by watching how others communicate.	I will watch videos on coaching skills, and find real world example of success.	12I will take this into practise within the workplace.
When will I take this action?		
31-08-2022	31-08-2022	31-08-2022
What other action will I take to get there on this soft skill?		

I will actively ask for feedback on my communication.	I will do a small qualification in coaching and put my knowledge and new skills into practise.	I will use feedback or personal experience from applying these skills to further improve.
When will I take this action by?		
21-09-2022	21-09-2022	21-09-2022
What will stop you completing the actions above?		
I generally fall behind when it comes to communication, as I tend to be a more quiet person.	Lack of experience with coaching.	Lack of experience with proper conflict resolution.

Free Resources to Help You to be the Very Best Version of You

Below are a vault of resources that will help you further:

Further Reading

[The 10 Best Personal Development Ted Talks to Improve Any Skill | MBM \(makingbusinessmatter.co.uk\)](https://www.makingbusinessmatter.co.uk/the-10-best-personal-development-ted-talks-to-improve-any-skill/)

Sticky Learning

[Evaluating Training: Measuring Your Training ROI | MBM \(makingbusinessmatter.co.uk\)](https://www.makingbusinessmatter.co.uk/evaluating-training-measuring-your-training-roi/)

Blog

[Blog | Learning & Development | Be the Very Best Version of Yourself \(makingbusinessmatter.co.uk\)](https://www.makingbusinessmatter.co.uk/blog/learning-development-be-the-very-best-version-of-yourself/)

Ultimate Guides

[A Complete List of Our Soft Skills Ultimate Guides | Free Resource \(makingbusinessmatter.co.uk\)](https://www.makingbusinessmatter.co.uk/a-complete-list-of-our-soft-skills-ultimate-guides-free-resource/)

You will find this page useful to read about Personal Development Plans

<https://www.makingbusinessmatter.co.uk/personal-development-plan/>

If you wish to Contact Us for feedback on your PDP

<https://www.makingbusinessmatter.co.uk/contact/>

Competency Frameworks

[MBM-Competency-Frameworks-Soft-Skills.pdf \(makingbusinessmatter.co.uk\)](https://www.makingbusinessmatter.co.uk/mbm-competency-frameworks-soft-skills.pdf)