

## Personal Development Plan Example

Name:

Date:

Topic/Area	What I Learned	Actions to Take Next Steps	By When	Review and Sign-off
<i>Communication</i>	<i>I need to focus more on communicating with my team when I am stressed</i>	<i>Discuss with my manager. Ask my team to point it out if I am doing it.</i>	<i>End of month</i>	
<i>Leadership Skills</i>	<i>I want to look at ways to adapt my leadership style to different situations.</i>	<i>Identify an opportunity this week to review what I am doing and what I could do differently.</i>	<i>End of week</i>	
<i>Train the Trainer</i>	<i>I could bring more interaction into my presentations – this would help me get more engagement</i>	<i>Think about the use of workbooks or case studies. Try this at next workshop.</i>	<i>End of month</i>	