

Meaningful PDPR

Your Personal Development Plan

Taking a Different View

Remember PDPR is

Your opportunity to talk about

- You
- Your job
- Your progress
- **Your learning**
- Your future




Creating a Personal Development Plan


Outcome of the personal development review process.



Identifies learning needs (sometimes called learning objectives) that have been agreed at your review.



Includes some learning activities that will help you gain new knowledge and skills or maintain and update your current level of knowledge and skills used in your job.



Learning activities could be 'on the job' learning or sometimes they may need to be formal 'off the job' learning.

Level 1 - Contribute to own personal development

- **I discuss with my manager what knowledge and skills are needed for my job.**
- **I prepare for, and take part in, my own KSF Personal Development Review discussion.**
- **I discuss with my manager/reviewer what further learning and development I need and what learning activities I need to do.**
- **I agree a personal development plan with my KSF reviewer.**
- **I actively take part in learning activities and keep a record of them.**
- **I reflect on my learning and effectively apply new knowledge and skills to my job.**

Getting Started

- Where are you now?

Your 3 questions

- What matters to you?
- What have you enjoyed doing this year at work?
- What do you want to achieve? This year, 3 years or longer? Personal goals and department goals

Preparation

3 What would you like to achieve?

What differences / improvements would you like to make?

To learn more about something?

Gaining a qualification?

Changing your role / job?



What differences would you like to see?

How can you make these changes?

Who can help you?

What new skills / knowledge do you need?

How can you learn these?

How do they fit with your KSF outline?



Looking forward

- What do you want to do?
- What do you need or want to Learn?

- Discussion Summary
- PDP
- Objectives
- KSF Progress
- Confirm & Agree

 **Status:** Pending (items requires acceptance by Clara Clunky) [More information](#)

▼ Guidance

This page allows you to record your Personal Development Plan. This helps you plan the learning you will need to undertake in the year ahead. This is agreed with your reviewer during your Personal Development Planning discussion.

You need to first of all add your Learning Need(s) and then the relevant Learning Activities that will help you meet them.

Actions: [Add Learning Need](#) [Update Learning Activity Statuses](#)

Learning Need	Learning Activities	Accepted	Actions
+ improve my communication	1 (1 Activity Updated) Add Activity	Pending - Delete Requested	Actions ▼

PDP Documents

Coaching

Videos / Podcasts

Job rotation /
Shadowing

Personal Learning
Networks

Reflection

Secondments

Personal Development Plan (PDP)



Online communities

Books

Networking events

Conferences

Web searches

Mentoring

Some Tips

During the Discussion

Share, Ask and Listen

Agree goals for the next year

Plan the way forward.

Resources

Complete Your Learning Log

Thank you.

Enjoy the rest of the conference.

This resource may be made available, in full or summary form, in alternative formats and community languages.
Please contact us on **0131 656 3200** or email **altformats@nes.scot.nhs.uk** to discuss how
we can best meet your requirements.



NHS Education for Scotland
Westport 102
West Port
Edinburgh
EH3 9DN
www.nes.scot.nhs.uk

© NHS Education for Scotland 2017. You can copy or reproduce the information in this resource for use within NHSScotland and for non-commercial educational purposes. Use of this document for commercial purposes is permitted only with the written permission of NES.