Here is a blank Personal Development Plan (PDP) template, along with a completed example for reference. This template is designed to help you set and track your personal and professional growth goals. The completed example serves as a guide, but feel free to adapt and customise it to suit your specific needs and aspirations.

Personal Details	
Name:	
Date created:	
Next review Date:	

GOAL 1: Think about what you want to achieve. Make this specific and meaningful to your development.

Goal Details	Description	Target Date

Now break this goal down using the SMART framework to ensure it's well-defined and achievable:

SMART Analysis	Details
Specific - What exactly do you want to achieve?	
Measurable - How will you know when you've succeeded?	
Achievable - Is this within your control and capability?	
Relevant - Why is this goal important to you?	
Time-bound - When will you achieve this by?	

List the specific steps you'll take to achieve this goal:

Action Steps	Target Date Complete	Completed
1. Insert as many action steps as required		

2.		
3.		
4.		

Consider what and who you need to help you succeed:

Resources and Support	Details

Repeat for additional goals using the format above. Track your progress regularly. Aim to update this at least monthly.

Example of a completed PDP template:

Personal Details	
Name:	Joe Bloggs
Date created:	01/01/2025
Next review date:	01/02/2025

Goal Details	Description	Target Date
Goal 1	Progress to Team Leader role within 12 months	01/01/2026

SMART Analysis	Details
Specific - What exactly do you want to achieve?	Secure promotion to Team Leader in Customer Service department
Measurable - How will you know when you've succeeded?	Complete management training, lead 2 team projects, develop 3 new team processes
Achievable - Is this within your control and capability?	Already performing some team leader duties, good feedback from manager
Relevant - Why is this goal important to you?	Aligns with career goals and department needs
Time-bound - When will you achieve this by?	Target date 01/01/2026

Action Steps	Target Date Complete	Completed
1. Complete Virtual College's Leadership Essentials course	03/2025	
1. Shadow current team leader one day per week	Starting from 05/2025	
1. Lead the customer feedback improvement project	04/2025 - 05/2025	

Resources & Support	Details
What do you need? (training, tools etc.)	• Training budget for course • Mentoring from current team leader
Who can help? (mentor, manager, colleagues)	• Support from manager for project opportunities • Collaboration with the analytics lead for the feedback improvement project