

## **(b) Personal Development Plan**

A Personal Development Plan (PDP) is a form of self-managed learning that is owned by the individual and enables a strategic approach to setting learning and development goals. It provides people with the opportunity to benefit in terms of receiving feedback, planning their careers and receiving support from their line manager for their professional and personal development. For the organisation, PDPs provide a mechanism for managing and developing people effectively, enhancing quality of working life and supporting the provision of quality services on a value for money basis.

Personal Development Planning (PDP) is a continuous development process that enables people to make the best use of their skills and helps advance both the individual's plans and the strategic goals of the organisation. It also provides the framework to focus on development needs which may result from change in work roles, or from organisational or legislative change, or from challenges involved in managing people or working in teams.

PDP is a working strategy which helps identify development needs. The impetus of PDP lies with you the individual taking responsibility for your own development and not sitting back waiting on someone else to do it for you. The focus is on development versus task, which signifies that the process is continuous by its very nature. The individual is developing, not just learning, a new task. PDP is a planned approach to setting development objectives. It ensures that people are equipped and skilled to deal with existing or future job roles – they are not merely reacting to a situation when it happens.

PDP can be said to comprise the following:

- A mechanism that allows the individual and his or her line manager to identify learning needs, set objectives to meet those needs and pinpoint the resources necessary in order to achieve them. The main focus is on staff development – which must be agreed between the staff member and the line manager.
- A process that can identify and measure the individual's learning needs against the objectives of the organisation. This means that personal

development is in line with what the person needs – to do a better job or become more effective in a certain area of work.

- An open and transparent approach to development. It is not simply a case of “he who shouts loudest gets the biggest slice of the budget for training and development”. As the plan is discussed and agreed by the line manager, the organisational objectives are fully taken into account.
  - A form of self-managed learning. This requires that individuals take responsibility for their own development and follow-through. The spin-off is that people are more motivated to learn what they have helped to identify as a learning need. Through this learning process PDP provides the bedrock to staff empowerment. The great advantage of personal development planning is that it can be used in several different contexts. It can be used• to develop a whole life plan which covers your personal life goals as well as career goals• to focus on your career generally• to focus on how to get to the next level within your organisation• to determine what you need to become more effective in your present role/job. Irrespective of the context, personal development planning benefits everyone in the organisation
- Personal Development Planning Guidelines and Workbook Page

Full details of Personal Development Planning and associated documents and Workbook are available on the HSE’s e-learning website [www.hseland.ie](http://www.hseland.ie) .