

## **My Personal Development Plan**

Overall Goal	Development opportunity to meet my overall goal	What I will do to achieve this	Resource and Support needed	What success looks like to me	Target date for completion
What is your overall Goal?	What do you want to achieve?	What specific actions will you take?	What resources will you need to help you?	How will you know when you have achieved success?	What is the day you want to complete this by?
-Develop my people leadership skills	-Develop my ability to lead effective 121 meetings with my team	<ul style="list-style-type: none"> <li>- Read a book on effective coaching conversations that managers can have with their team.</li> <li>- Dedicate time in my calendar to prepare for my 121 meetings in advance.</li> <li>- Action the understanding from my training into the 121 meetings I have with my team.</li> <li>- Request one piece of feedback per</li> </ul>	<ul style="list-style-type: none"> <li>- Access to resources on how to have effective coaching conversations with managers.</li> <li>- Feedback from my team and manager.</li> </ul>	<ul style="list-style-type: none"> <li>- Going to all my 121 meetings feeling prepared and positive for the meeting ahead.</li> <li>- An increase in team satisfaction score for metrics surrounding 'Manager relationship.'</li> <li>- 100% of 121's completed on-time and supported with notes for my records.</li> </ul>	-August 2024

## **My Personal Development Plan**

		<p>month from my team, as well as from my manager, to gain an insight into my performance.</p> <p>- Develop my active listening skills.</p>			
--	--	---	--	--	--

Overall Goal	Development opportunity to meet my overall goal	What I will do to achieve this	Resource and Support needed	What success looks like to me	Target date for completion
What is your overall Goal?	What do you want to achieve?	What specific actions will you take?	What resources will you need to help you?	How will you know when you have achieved success?	What is the day you want to complete this by?