



Training Plan – Example of a Personal Development Plan

Name:

Date:

Practice Objectives

The Practice acknowledges that education & development for its staff is the key to meeting Practice objectives and Patient needs.

(Include practice objectives)

Personal Objectives

(Include personal objectives obtained from the Training Needs Analysis)

Personal Development Plan**Name:****Date:**

		Individual's comments	Assessors Comments
A	List Personal Objectives to be undertaken		
B	List Key training resources that will be required to meet your personal objectives		
C	List any additional support required		
D	Timescale – Start Date(s)		
E	Timescales – Review Dates(s)		
F	Date objectives to be met		

Personal Development Plan – Additional Information**Name:****Date:**

G	Details of Personal Qualifications	
H	Details of any Professional bodies	
I	Details of additional courses	

Personal Development Plan – Review**Name:****Date:**

		Individual's comments	Assessors Comments
J	List Training undertaken		
K	Have Personal Objectives been met		
L	If Personal objectives were not met, please provide details. E.g. Obstacles, Communication problems, Timescales etc		

Personal Development Plan – Review**Name:****Date:**

		Individual's comments	Assessors Comments
M	List any additional training/support required		
N	Action Required		
O	Next Review date		
P	Comments (Please provide any additional comments)		