



WE DISCOVER, WE GROW

Girlguiding

Trainer Personal Development Plan

A Personal Development Plan (PDP) is a living document that should be updated at least every six months. It provides you with a working document on which you can:

- identify development needs, and record updates as you progress
- prepare a learning programme - a series of activities which lead to the achievement of a specific bigger learning goal
- record progress against learning targets, and set new targets
- set realistic timescales to help you keep on track.

If you need help updating your PDP or ensuring that SMART targets (detailed below) are met, contact your Country or Region's Trainer Coordinator.

Specific

Are the details clear? At a later date, will the Trainer be able to understand what has been written? Is she clear about why the action is needed?

Measurable

What evidence will be generated? Who is generating it? Will it be useful? How will it be measured?

Achievable

Does the Trainer have everything she needs to complete the task?

Realistic

Is it realistically achievable? Is it clear where the action fits into the Trainer Qualification? Can the evidence generated be used more than once?

Time-bound

Does the action have an achievable target date? Has a review date been set?

The PDP will be the starting point for the Trainer's continuing development, and more actions can be added at any time. Aims can be set for the short, medium or longer term.

You should submit your PDP to your Country or Region Trainer Coordinator with other renewal documents (listed on *Document checklist for Trainers renewing their qualifications*), so she can review your goals and help you find appropriate learning and development opportunities. Use the table on the next page as a template for your PDP, or print it out and photocopy it if you prefer to complete it by hand.



PERSONAL DEVELOPMENT PLAN

Name			Membership number			
Date need identified	Development need <i>(What I want to be able to do)</i>	Action to achieve each target <i>(Include help and support needed to do this)</i>	Success criteria <i>(How I will know when I have achieved this)</i>	Target date for completion	Progress review <i>(record date)</i>	Date of completion