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| **PERSONAL DEVELOPMENT PLAN.** |
| [Insert name here]. |

*Completed forms should be emailed to* [*ea.marking@managers.org.uk*](mailto:ea.marking@managers.org.uk) *or posted to Awarding Body, Chartered Management Institute, Management House, Cottingham Road, Corby NN17 1TT.*

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| --- | --- |
| **NAME:** |  |
| **UNIT/COURSE:** |  |
| **DATE PDP COMPLETED:** |  |

*Boxes below will expand for content.*

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| **1** | **PERSONAL ANALYSIS** |

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| **STRENGTHS** | **AREAS FOR FURTHER DEVELOPMENT** |
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| **OPPORTUNITIES** | **THREATS** |
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| **2** | **SETTING GOALS** |

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| **WHAT DO I WANT**  **TO LEARN?** | **WHAT DO I**  **HAVE TO DO?** | **WHAT SUPPORT & RESOURCES WILL**  **I NEED?** | **HOW WILL I**  **MEASURE SUCCESS?** | **TARGET DATE FOR REVIEW?** |
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| **3** | **PERSONAL OBJECTIVES** |

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| **SHORT TERM GOALS (NEXT 12 MONTHS)** |
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| **MEDIUM TERM GOALS (NEXT 2-3 YEARS)** |
|  |
| **LONGER TERM GOALS (BEYOND 3 YEARS)** |
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| **4** | **COMMENTS BY SENIOR OFFICER / REPORTING OFFICER (1RO)** |

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| **NAME & RANK:** | **SIGNATURE:** | **DATE:** |

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| **»** | **FOR CMI USE ONLY – COMMENTS BY EXTERNAL AUDITOR** |

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| **NAME:** | **SIGNATURE:** | **DATE:** |

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