

LEAP Personal Development Plan – Career & Development Objectives

Instructions: The creation of a Personal Development Plan (PDP) will help you achieve development goals for your current position and prepare you for future assignments. The PDP process is an ongoing collaborative effort between you and your manager. It is your manager's role to provide you with coaching and counselling relating to your development. There are three workflow steps in the Personal Development Process (PDP):

Step 1 Planning - Complete a draft of your PDP form and forward it to your Manager.

Step 2 Manager Review - Together, you and your manager review your PDP. Your manager provides coaching & counselling.

Step 3 Implement - Update your PDP and keep it evergreen.

Employee Name	Job Title	Employee Number	Length of performance cycle	
Assessment Summary: Identify your critical job-related strengths and development needs (includes skills, knowledge & behaviours).				
Major Strengths		Development Needs		
Career Objectives: As you look beyond your current job, assess your potential interests & career objectives				
0-1 years	1-3 years	3 + years		
Development Objectives: Objectives that help you to perform better in your current job and prepare you for the future.				
Development Objectives	Development Activities	Development Measure	Completion Date	Status

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____