**Changing Futures Programme Sussex:**

Staff Personal Development Plan

Updated: Version 1 – December 2024

This document is a framework for a discussion with team members to develop individual goals for the coming year as well as to identify training and development needs. It is intended as a conversation between manager and staff member, setting goals which align with the organisations priorities and aims but also allow for both personal development and career progression.

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| **Your Name** |  |
| **Line Manager’s Name** |  |
| **Date** |  |

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| **Part 1: Your Performance – end of year reflections** |
| *Use this space to comment on your achievements over the past year. Think about:*   * *how you’ve met the objectives set last year* * *the challenges you’ve faced* * *how you used your strengths and developed in your role* |
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| **Line Managers Comments** |
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| **Part 2: Your Development** |
| *Use this section to reflect on your development and ambitions for the year ahead. You might focus on career development aspirations or the skills you feel you need for the coming year.* |
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| **Line Managers Comments** |
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| **Part 3: Your Objectives & Goal Setting for the Year Ahead** |
| Use this section to set your objectives for the year ahead. You should have a mix of work-focused objectives and personal development objectives |
| **Objective 1:** *What is your objective, and how will you measure your success?* |
| **When will you achieve this?** |

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| **Objective 2:** *What is your objective, and how will you measure your success?* |
| **When will you achieve this?** |

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| **Objective 3:** *What is your objective, and how will you measure your success?* |
| **When will you achieve this?** |

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| **Objective 4:** *What is your objective, and how will you measure your success?* |
| **When will you achieve this?** |

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| Part 4: Mid-year Review |
| *Use this space to make any notes when you hold your mid-year review. Make any amendments needed to your objectives above.* |
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| **Line Manager’s Comments** |
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