**Personal Development Plan (PDP) Template 2022**

*What are your top priorities for the period till your next appraisal? Think about the things that are important to you. What will make the most positive difference to your personal and professional development, or the team/system that you work in, and have the biggest impact?*

*During your appraisal, use your appraiser’s coaching skills and support to refine your goals and create a plan to help you achieve them.*

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| **Learning and/or development need***What do you want to change, or achieve, and why is it a priority now?* | **Agreed action(s) or goal(s)***How might you do this?**What options do you have? Describe the actions or steps you plan to take…*  | **Timescale for completion***By when will you have done this? Do intermediate steps have their own timescales that are worth recording?* | **How I intend to demonstrate success** *How will you know that you have achieved your goal? Describe what success will look and feel like. What will be the impact on you, your colleagues/teams and/or patients?*  |
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