



Empowering your people

# My 12-month Development Plan



To fill in, simply double click in any space and start typing. Close when finished, when you re-open next time your changes will be there.

## My 12 Month Personal Development Plan

Month 1 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_

Month 2 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_

Month 3 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_

Month 4 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_

Month 5 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_

Month 6 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_

Month 7 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_



Month 8 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_

Month 9 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_

Month 10 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_/\_\_\_/\_\_\_

Signed by manager \_\_\_\_\_

Month 11 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by manager \_\_\_\_\_

Month 12 \_\_\_\_\_

The skill I will develop this month is \_\_\_\_\_

My strengths in this skill are

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My weaknesses in this skill are

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My strategy to improve is to

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My monthly review & assessment is

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I feel I have improved this skill by \_\_\_\_\_%

Am I satisfied with my development? Yes / No

Have I discussed this skill with a trusted colleague? Yes / No

I will review this skill \_\_\_\_\_

I have discussed and reviewed this skill with my manager on \_\_\_/\_\_\_/\_\_\_

Signed by manager \_\_\_\_\_