

Date:

Personal development plan

Dedicate time to planning your future. This personal development plan will help you shape your career path. It's a voluntary add-on to the Dialog appraisal interview and can be used at any time.

Last name / First name of employee _____

Position / Organisational unit _____

Last name / First name of supervisor _____

1. Personal development goals

Goal 1 (what I'd like to achieve in the next one to three years)

Goal 2 (what I'd like to achieve in the next three to five years)

2. Strengths

Challenges

3. Development measures

Areas for development

Measures

Who will provide support?

By when?

When formulating your development steps, please keep in mind that there are various ways to go about personal development, such as:

- **On-the job:** Taking on additional responsibility, for example for projects or acting as a deputy, taking on special tasks, mentoring / coaching
- **Off-the job:** Attending seminars and courses (internal/external), external professional development, conferences, lectures and talks

Employees keep track of their own personal development plans. This document can be forwarded to HR and kept in the employee's file.