

Personal Development Plan

Name: Basharat Khan

Department: Security Services

Line Manager: Richard Unitt

PDP Start Date: 24December 2024

PDP End Date: 31 September 2025

Personal Analysis

Strengths <i>What am I good at?</i>	Developmental Areas (Weaknesses) <i>What do I need to work on?</i>
<ul style="list-style-type: none">• Ability to spot unusual activities or behaviours quickly.• Consistent monitoring of security systems and environments without lapses. Effective at reporting incidents and coordinating with team members. Quick thinking to de-escalate conflicts. <ul style="list-style-type: none">• Collaborating effectively with other team members.• Taking initiative and leading during critical situations when needed.	<ul style="list-style-type: none">• Tending to prioritize work over personal time, which can lead to burnout.• I am learning to manage my time better and ensure I maintain a healthy balance between work and personal life."• Feeling hesitant in directly confronting individuals in tense situations.

Opportunities <i>What could help me along?</i>	Threats <i>What might stop me?</i>
<ul style="list-style-type: none"> • Work towards becoming a supervisor. Volunteer to lead safety drills, training sessions, or emergency response planning. • Gain expertise in operating advanced systems like AI-driven surveillance, biometric scanners, or cybersecurity tools. • After completing bootcamp will be able to deals with security team. 	<ul style="list-style-type: none"> • Exposure to dangerous situations, such as confrontations, intrusions, or emergencies. • A growing number of individuals entering the field or competition with firms offering lower costs. • Security personnel may face mistrust or lack of cooperation from the public.

Objectives

Objectives	Activities	Coaches/ Resources	Measures of Success	Target Date
Enhance Professional Skills	Complete the Certified Protection Professional (CPP) certification.	Dedicate 3 hours per week to studying while balancing work.	Enroll in the course, complete all modules, and pass the exam.	Achieve certification within the next 6 months.
Greater depth of knowledge of leading in the business Management	Read up on additional resources provided during the Leadership and Management Program	The Learning Team	Course Assessment. Program Assessment report.	29 March 2025
Improve my personal fitness	Allocate specific evenings during the week for fitness training and allocate time over weekends. Develop personal fitness program to improve fitness	Advice from Gym Fitness Instructor	Improved fitness levels and drop in pants size (aiming for a drop in 2	30May 2025 and 30 September 2025

Goals

Short-Term Goals (next 12 months)

Complete the Leadership and Management Programmed in order to become eligible for engagement in business project activities.

Medium-Term Goals (next 2 – 3 years)

Be given responsibility for leading and managing a small team, in support of a challenging business project. Engage in supporting some functions of a cross-functional project team which gives me significant business exposure.

Long-Term Goals (beyond 3 years)

Gain promotion to middle management and gain support of work colleagues and senior managers. Be given responsibility for managing a large team of direct reports.