# Personal Development Plan – Process

## **Principles**

1. Simple structure that follows an industry standard.
2. Periodically reviewed.
3. Connected to our IT Skills feedback process.
4. Driven by employees.
5. Supported by managers.

## **Simple Structure**

We’ll start basing our process on the 70:20:10 approach[[1]](#footnote-1) which is a well-known and accepted development and learning model in the industry.

The majority of learnings come from:

* 70% from learning on the job.
* 20% from learning from others.
* Only 10% comes from formal training.

We’ll also connect, especially the on the job goals, to the IT Skills Matrix resulted from the IT Skills feedback process.

## **Review Periodicity**

**Every two weeks**: Follow up during 1:1s, make sure progress is being made.

**Every quarter**: Review of the plans (make sure progress is being measures, change plans, define next steps).

## **Driven by Employees, Supported by Managers**

Employees are responsible for creating the developing the plan by using the PDP template.

Manager are responsible for clarifying how the template works, make sure each employee under his/her line management have a PDP, and executing the planned reviews with employees.

# Personal Development Plan

|  |  |
| --- | --- |
| **Development plan for:** | **YOUR NAME** |
| Date prepared: | DD/MM/YYYY |
| Agreed with: | Your Manager |
| Review to be done by: | DD/MM/YYYY |

|  |  |  |  |
| --- | --- | --- | --- |
| **Development Goal** | **Actions to Take** | **Evidence of Success** | **By when** |
| **Formulate/describe your goal (1 or 2 sentences)** | **Identify specific actions that will be taken to achieve the goal. Include on the job actions, not just trainings.** | **How will you know success has been achieved?** | **Try to stagger so all results are not expected at the same time.** |
|  | ***70% on the job*** |  |  |
| ***20% from others*** |  |  |
| ***10% from training*** |  |  |
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|  | ***70% on the job*** |  |  |
| ***20% from others*** |  |  |
| ***10% from training*** |  |  |

Useful links:

**Feedback – IT Skills Assessment**

<https://confluence.affinitas.de/display/LOV/Feedback+-+IT+Skills+Assessment>

**Personal Development Plan – (This document)**

<https://confluence.affinitas.de/display/LOV/Personal+Development+Plan>

**Current IT Skills Matrix – (to help you building your plan)**

<https://confluence.affinitas.de/display/LOV/IT+Skill+Matrix>

1. <https://en.wikipedia.org/wiki/70/20/10_Model_(Learning_and_Development)> [↑](#footnote-ref-1)