

Tool:	Personal Development Plan (more detailed)
For use by:	Coaches
For use with:	Stage 3 of the Guide



Personal Development Plan Template

Name: _____

Date of PDP: _____

1. What is your long-term development goal in relation to your current coaching role (for the next 12–24 months)?

	Timescale for completion
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2. What have you identified as your short-term goals? (Use the TNA tool to help you identify areas for development based on the rating you have given yourself.)

Short-term goal 1: _____

Short-term goal 2: _____

Short-term goal 3: _____

Achieving Your Goals

Short-term goal 1: _____

What Additional Knowledge, Experience and Skills do you Require to Meet the Goal?	How Do You Think You Will Acquire These?	What Support Do You Feel You Need to Achieve This?	By When?	How Will You Measure Your Success?

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Short-term goal 2: _____

What Additional Knowledge, Experience and Skills do you Require to Meet the Goal?	How Do You Think You Will Acquire These?	What Support Do You Feel You Need to Achieve This?	By When?	How Will You Measure Your Success?

Short-term goal 3: _____

What Additional Knowledge, Experience and Skills do you Require to Meet the Goal?	How Do You Think You Will Acquire These?	What Support Do You Feel You Need to Achieve This?	By When?	How Will You Measure Your Success?

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3. What issues or barriers, if any, do you think you face when trying to achieve your short-term goals?

Potential Barriers	How Will You Overcome Them? What Actions Need to be Taken?	Actual Barriers Faced (to be completed once goal is achieved)
<ul style="list-style-type: none"> • • • 		

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PDP Summary of Actions

This section can be used to summarise the actions in the PDP (include the timescale for completion).

Action to be Taken	By Who?	Support Required From Any Other Organisation/Person	By When?
1.			In the next month
2.			
3.			In the next two months
4.			
5.			In the next six months
6.			