

# Personal Development Plan (PDP)

## A guide for success

A PDP is a tool for assessment, utilized by both the employee and employer, as a means for reflection and documentation of an employees' growth with regards to competencies. This is done in conjunction with the presentation of plans for future development, placing emphasis on support for professional development.

### Three components for a successful PDP



**Learning and reflection:** Reflection can aid in understanding an employee's processes of learning. Through recollection of tangible experiences, a PDP creates a personalize form of assessment.



**Information and feedback:** Employees should be given an overt and an unambiguous purpose, a formal agenda, and standards or criteria. Constructive feedback needs to balance corrective, negative or too extensive criticisms.



**Motivating supervisor:** Balances support and autonomy, offers employee feedback, and encourages reflective learning and growth

### Benefits of employing a PDP plan

Successful implementation of a PDP can yield the following employee outcomes: undertaking more learning activities, showing more expertise-growth, and reporting improved performance.