

# INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

## GUIDE FOR STEP 1

### STEP 1: Self-SWOT Analysis

Use the SWOT matrix to reflect upon your personal traits, qualities and areas you would like to improve.

#### STRENGTHS

- o What qualifications/certifications do you have?
- o Are you an expert in a particular area?
- o What do you do better than others?
- o What are your best qualities?

#### WEAKNESSES

- o What areas do you need to improve on for your role or future role?
- o What do you find challenging?
- o Which of your current practices do you need to bring up to speed?

#### OPPORTUNITIES

- o What training opportunities are available?  
(E.g. seminars, webinars, conferences, conferences, courses)
- o What are the career opportunities available that match your skill set?
- o What projects/activities interest you within your organisation?

#### THREATS

- o What are the factors hindering your continuous improvement?
- o What policies or reforms do you think affect you negatively?

#### INTERESTS IN EDUCATION:

- o Which areas in education interest you?  
E.g. subject area, STEM, experiential learning, PBL, IBL, diversity, philosophy, sociology, learning through the arts, literacy, numeracy, multiculturalism, well-being, technology, etc.

#### PERSONAL INTERESTS AND TALENTS:

- o What personal interests and talents do you have that could be useful in your current role?  
E.g. music, art, craft, sports, drama

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## GUIDE FOR STEP 2

### STEP 2: Set SMART Goal/s

Set short term or long term goals that are  
**S**pecific **M**easurable **A**ttainable **R**ealistic and **T**ime-bound.

SMART Goal/s	Competencies to work on and action to be taken	Deadline to achieve goal
<p><b>GOAL:</b></p> <ul style="list-style-type: none"> <li>o Set a short term goal (0-12 months) or a long term goal (12+ months)</li> <li>o Align your goal with one or more of the following:               <ul style="list-style-type: none"> <li>- School Development Plan (SDP)</li> <li>- Students' needs</li> <li>- National policies</li> <li>- Educational area of interest</li> <li>- Personal interests</li> <li>- Personal needs</li> </ul> </li> </ul>	<p><b>COMPETENCIES:</b> (knowledge, skills, attitude)</p> <ul style="list-style-type: none"> <li>o What competencies do you want to improve?</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>o What training will you attend? E.g. formal, non-formal, informal.</li> </ul>	<p><b>DATE:</b></p> <ul style="list-style-type: none"> <li>o Set a realistic date to achieve the goal.</li> </ul>
<p><b>GOAL:</b></p>	<p><b>COMPETENCIES:</b></p> <p><b>ACTION:</b></p>	<p><b>DATE:</b></p>
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### REFLECTION UPON COMPLETION OF GOAL/S:

Reflective prompts:

- o What have you learnt during the process of achieving your goal/s?
- o Are there other avenues you would like to explore?
- o What troubled you during the process?
- o Would you like to further your studies?