

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
Specific **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>GOAL:</p> <ul style="list-style-type: none"> o Set a short term goal (0-12 months) or a long term goal (12+ months) o Align your goal with one or more of the following: <ul style="list-style-type: none"> - School Development Plan (SDP) - Students' needs - National policies - Educational area of interest - Personal interests - Personal needs 	<p>COMPETENCIES: (knowledge, skills, attitude)</p> <ul style="list-style-type: none"> o What competencies do you want to improve? <p>ACTION:</p> <ul style="list-style-type: none"> o What training will you attend? E.g. formal, non-formal, informal. 	<p>DATE:</p> <ul style="list-style-type: none"> o Set a realistic date to achieve the goal.
<p>GOAL:</p>	<p>COMPETENCIES:</p> <p>ACTION:</p>	<p>DATE:</p>
<p>GOAL:</p>	<p>COMPETENCIES:</p> <p>ACTION:</p>	<p>DATE:</p>

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?