

# INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

## STEP 1: Self-SWOT Analysis

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

### STRENGTHS

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### WEAKNESSES

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### OPPORTUNITIES

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### THREATS

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### INTERESTS IN EDUCATION:

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### PERSONAL INTERESTS AND TALENTS:

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# INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

## 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 |
|--------------|--|--------------------------|
| GOAL:        | COMPETENCIES:<br><br>ACTION:                   | DATE:                    |
| GOAL:        | COMPETENCIES:<br><br>ACTION:                   | DATE:                    |
| GOAL:        | COMPETENCIES:<br><br>ACTION:                   | DATE:                    |

### REFLECTION UPON COMPLETION OF GOAL/S:

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