

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

WEAKNESSES

OPPORTUNITIES

THREATS

INTERESTS IN EDUCATION:

PERSONAL INTERESTS AND TALENTS:

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: ACTION:	DATE:
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REFLECTION UPON COMPLETION OF GOAL/S:

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