

Sample Personal Development Plan

Work closely with your mentor to establish and revise your goals. This will be a dynamic document that evolves as you learn more about the areas of leadership development on which you should focus and the activities that will be most effective in reaching your goals. Ask your mentor for his/her input about the importance of certain leadership traits and what potential areas for growth s/he has seen in you. Also ask your mentor what activities s/he would recommend you participate in to help you achieve your leadership development goals.

Below is a sample section of a PDP. You are expected to develop 4-5 leadership development goals. Take care to write goals that are specific and measurable. You will reflect on your progress toward achieving your goals throughout the year.

Mary Smith Personal Development Plan

September 13, 2012
Version 1

Leadership Development Goal	Specific Mechanism	Reflection
Leadership Skill: Building relationships with others to reach a mutual goal. Leadership Goal: Build relationships with fundraising team at Love Inc. to reach our goal of raising \$5,000 for the organization.	<ol style="list-style-type: none">1) Commit 3 hours per week to volunteer at Love Inc. December through May [<i>primary involvement in a community organization</i>]2) Engage with a member of the fundraising team outside volunteer hours at least once per month.3) Attend leadership development workshop fall quarter on a topic related to empowering teams, fostering leadership in others, committee work, team dynamics or other related topic. [<i>attend one leadership workshop/seminar per quarter</i>]	[to be completed during seminars periodically throughout the term]