

PDP Template

Save time on HR admin

Try Charlie for free

My Goal:

This is your personal 'north star', often focused on promotion and time-bound to our performance review cycles.

Timeframe:

e.g. Nov – Feb.

Focus Areas:

These are areas of focus that will help you achieve your development goal e.g. communication, technical expertise etc.

We recommend selecting 3-4 focus areas areas to give you a wide set of skills to develop while still being aligned to your development goal.

How do I get there?		Focus Area 1	Focus Area 2	Focus Area 3
What does this focus area really mean?	Tease out the specifics of your focus area in a little more detail			
What on-the-job opportunities might support this focus area?	Does your day-to-day work allow you to develop this skill? Do you need to share the opportunities you're seeking with your manager? Are there other opportunities you can utilise at [company] to develop this?			
What resources, training and L&D might I need?	Can someone at [company] coach me on this area? What courses might help accelerate your development?			

How do I get there?		Focus Area 1	Focus Area 2	Focus Area 3
<p>Are there any habits and rituals that I need to form?</p>	<p>What could or should you be doing on a daily/weekly basis to keep you consistently working on this goal?</p>			
<p>How do I track my progress and keep myself accountable?</p>	<p>What will success look like? How can you use performance tools to track progress? How can your manager or team lead better support in holding you accountable?</p>			

Save time on HR admin

Automate all your repetitive HR tasks and save yourself hours every week to focus on your most important work.

Start your free trial now

