# Personal Development Plans (PDP’s)

## Introduction

This document is aimed to provide all employees with information about Personal Development Plans (PDP’s) undertaken at My Support and Care services Ltd

My Support and Care Services Ltd are committed to the development of the business and its employees alike. The aim of a Personal Development Plan is to provide a powerful and flexible way to link the professional and personal development of employees with the development of the business.

A Personal Development Plan is a short written document that maps out how you can develop skills and progress in your job. It will look at your broad, long term development rather than short term training needs.

A Personal Development Plan will be individual to you, reflecting your individual aspirations therefore we will ask you to define your own PDP objectives.

## Policy

Each employee will be given the opportunity to undertake the PDP process at the Performance Appraisal each year (or more frequently as determined by the Performance Appraisal policy).

**Procedures**

***When***

PDP’s will be undertaken at your Performance Appraisal. You will be informed of this date in writing, at least one month prior to you appraisal.

For new recruits this process will be undertaken at the end of your induction period.

***Venue***

PDP’s and Performance Appraisals will take place in the meeting room at the Head Office of My Support and Care Services Ltd. The service manager will ensure that the meeting will be free of interruptions and disturbances.

***Self-Assessment Questionnaire***

Included in your letter stating the date of your Performance Appraisal and PDP will be a self-assessment questionnaire as part of the preparation for the PDP. You will be asked to complete this and return it to the service manager within 10 working days of receiving it.

***The PDP***

The self-assessment questionnaire will help you to determine your own PDP objectives and will help us to see where they can be matched to the requirements of My Support and Care Services Ltd.

Your PDP objectives will be set and agreed with your supervisor / line manager, each objective should be SMART (see ***‘Setting Key Objectives’***)

***Reviewing***

Your PDP will be reviewed according to the timescales that have been set in you initial Performance Appraisal / PDP meeting, it can be as often as necessary, even monthly if required, and this may be done and recorded through your formal supervision.

Prior to reviewing your PDP you will be asked to complete another self-assessment questionnaire, based on the questionnaire used to set objectives, to provide us with valuable feedback about the PDP process.

***Appeals***

If you are unhappy or feel that any part of the PDP process has been unfair you can appeal. Please refer to the policy ‘Grievances’.

**Guidance**

***Setting Key Objectives***

Each objective should be:

**SPECIFIC**

**MEASURABLE**

**AGREED**

**REALISTIC**

**TIME – LIMITED**