

**PROMPT WO-033**

Create a Personal Development Plan (PDP)

Purpose

Use this prompt to create a structured Personal Development Plan (PDP) that helps employees identify their career goals, build new skills, and agree practical actions with their manager. It provides a clear roadmap for professional growth and continuous learning.

DIFFICULTY
 **Beginner**

TIME SAVED
 **20–40 min**

BEST FOR
Career Growth

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced Learning and Development Manager.

Create a professional Personal Development Plan using the information below.

Employee Name:
[Insert employee name]

Job Title:
[Insert job title]

Current Strengths:
[List strengths]

Development Areas:
[List areas for improvement]

Career Aspirations:
[Describe long-term career goals]



Skills to Develop:

[List required skills]

Training Required:

[List courses, coaching or mentoring]

Development Activities:

[List practical activities]

Review Period:

[Insert review period]

Manager:

[Insert manager's name]

Tone:

Professional, supportive and motivating.

Please:

- Create a structured Personal Development Plan.
- Summarise current strengths.
- Identify development priorities.
- Recommend practical learning activities.
- Create SMART development goals.
- Include success measures for each goal.
- Present the plan in a professional format.
- Finish with a review schedule and commitment from both employee and manager.

Return only the completed Personal Development Plan.



Example

INPUT

Employee: Emma Johnson

Job Title: Customer Service Team Leader

Strengths:

- Communication
- Coaching
- Customer relationships

Development Areas:



- Project management
- Data analysis

Career Aspirations: Operations Manager

Review Period: 12 months

EXPECTED OUTPUT

Personal Development Plan

Employee Information

Employee: Emma Johnson

Position: Customer Service Team Leader

Review Period: 12 Months

Current Strengths

Emma consistently demonstrates excellent communication skills and has built strong relationships with both customers and colleagues. She is a confident coach who actively supports the development of her team.

Development Priorities

- Improve project management knowledge.
- Develop advanced data analysis skills.
- Gain experience leading cross-functional projects.

SMART Goals — see table below

GOAL	ACTION	SUCCESS MEASURE	TARGET DATE
Complete Project Management course	Attend accredited training	Course completed	30 September
Improve reporting skills	Complete Excel and Power BI training	Produce monthly performance dashboards	31 October
Lead a business improvement project	Manage one cross-functional project	Successful project completion	31 March

DEVELOPMENT ACTIVITIES

- Attend external training courses.
- Shadow an Operations Manager.
- Participate in cross-department projects.
- Receive monthly coaching sessions.



REVIEW SCHEDULE

Progress will be reviewed monthly during one-to-one meetings, with a formal review every six months to assess achievements and update development goals.

COMMITMENT

Employee: Commits to actively completing agreed development activities.

Manager: Commits to providing coaching, support, feedback, and development opportunities throughout the review period.

 **Builder's Tip:** *Development plans work best when they're reviewed regularly—not filed away after they're written. Short monthly check-ins help maintain momentum and keep goals aligned with changing priorities.*

Related Prompts

- WO-031 – Write a Professional Performance Review
- WO-032 – Write Constructive Employee Feedback
- WO-034 – Write an Employee Recognition Message
- WO-035 – Conduct a One-to-One Meeting

Tags

PERSONAL DEV

CAREER
GROWTH

LEARNING

HR

LEADERSHIP