

## TRaMS

### Training Revision and Mentoring Support

#### PERSONAL DEVELOPMENT PLAN

Name:

GDC number:

Main areas to be addressed as identified by:

	Educational need <i>Subject to revision/update</i>	Learning objective(s)	Update method	Success criteria/ assessment method <i>(SMART)</i>	Completion date <i>(Target)</i>	Completed/ evidence produced <i>(Signature of Reviewer)</i>
1						
2						
3						
4						
5						
6						

Success criteria should be SMART – specific, measurable, achievable, realistic and timed.    Approved by :

Title:

Date:

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A Personal Development Plan (PDP) is a structured, supported, educational process created by an individual to reflect upon their own learning, performance and achievement and to plan for their personal, educational and career development.

Quick Guide to developing a PDP:

1. Reflect on the areas you wish to develop. These may be areas where you have had indicated you are underperforming or feel you could do with some additional continuing professional development;
2. State these goals specifically (i.e. what you need to achieve). List as main areas to be addressed, e.g. Periodontal Management;
3. Break these down into specific educational needs, e.g. review BPE;
4. Outline precisely the objectives you wish to achieve, e.g. demonstrate that you can record BPE correctly. Demonstrate knowledge of appropriate treatment of BPE scores 3 & 4;
5. Select update method, e.g. study day, guidelines, hands-on training, shadowing;
6. State how you will measure learning and evidence it, e.g. reflective account, audit, formal assessment;
7. Determine a time frame to complete this goal.

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