

## Worksheet

# Personal development plans

Date

 /  / 

Employee name

Position/Title

Department

Current responsibilities

Use the table below as a guide to help employees document their professional objectives and create a plan, so they know what is expected of them for their personal development. We have provided some examples of goals to get you started.

Goal	Cognitive area(s) Daily tasks that impact the goal	Cognitive domains Domains that relate to the daily tasks and their scores	Strategies and practical application What, How, When
<p>Improve presentation skills for confident delivery of client-facing presentations</p>	<p>Communication</p>	<p>Communication is impacted by Literacy and Verbal Reasoning.</p> <p><b>Scores:</b> Literacy = 80 (low) Verbal Reasoning = 113 (high)</p>	<p><b>Literacy</b></p> <p><b>What:</b> create a glossary of terms commonly used in the sector, building it over time to develop knowledge and confidence</p> <p><b>How:</b> start with terms you already know, then note down any relevant words you hear in conversations or in reading and check any meanings or spellings you're not sure of with colleagues</p> <p><b>When:</b> over next 4 months</p> <p><b>Verbal Reasoning</b></p> <p><b>What:</b> try using analogies when communicating points to make them easier to understand for others who may not be as strong with Verbal Reasoning</p> <p><b>How:</b> leave enough time when developing presentation materials to think about suitable analogies for your audience</p> <p><b>When:</b> over next 4 months</p>
<p>Maintaining focus when working in groups</p>	<p>Working With Others</p>	<p>Working With Others is impacted by Executive Function and Spikiness.</p> <p><b>Scores:</b> Executive Function = 85 (low) Spikiness = 45 (low)</p>	<p><b>Executive Function</b></p> <p><b>What:</b> take time to step back from overwhelming situations</p> <p><b>How:</b> let colleagues know when you need a break to reset your focus, and try a 10-minute breathing or meditation exercise</p> <p><b>When:</b> next group task</p> <p><b>Spikiness</b></p> <p><b>What:</b> make sure all team members are aligned on timelines and what tools are needed to complete the task(s), to make sure time isn't wasted</p> <p><b>How:</b> ask colleagues how long they estimate their tasks will take, and whether they prefer using certain methods to be more efficient</p> <p><b>When:</b> next group task</p>

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