

Personal Development Plan

Name: Randeep Kaur

Review frequency: Monthly

Personal Statement

I have been working as a Support Worker for two years and it is the best job I have ever had. I love every day!

I have been told that I am very good with the clients and manage my day-to-day tasks with ease. I would like to take the next step and become a Team Leader. I do not have any experience in management and leadership but I am eager to learn and work hard to achieve this.

Primary Goal

Get promoted to a team leader or other supervisory role within 2 years

Secondary Goals

1. None
- 2.
- 3.



Action Plan

Goal	Objective	Milestone	Deadline	
Get promoted to a team leader or other supervisory role within 2 years	Complete my Level 3 Diploma in Adult Care		12 mths	
	Ask manager if I can be involved with tasks that senior staff usually do such as writing support plans and risk assessments		1 month	
	Express my interest to become a Team Leader with my manager		1 month	
	Read 4 books about manager and leadership	Read 1st book		3 months
		Read 2nd book		6 months
		Read 3rd book		9 months
		Read 4th book		12 months



Review Sheet

Date: 29/04/2019

Comments: I spoke to my manager and she has given me the opportunity to take on extra responsibility and learn more senior tasks. She said that she thinks I would make a great Team Leader and also offered to mentor me in management as well as giving me some suggestions for books to read. I have already started reading my first book.

In addition, my manager has booked me on a short Leadership and Management which I will be starting next month. I have added the completion of this as an objective on my action plan.

I have enrolled on my Level 3 Diploma in Care and completed 2 units, so far.

