Name:

Personal Learning and Development plan

Library Directorate and Team:

Year:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning & development Goal**  Relevant PDR Learning objective/goal goes here. Can also be added to throughout the year | **Learning & development need**  Provide a specific description of the desired changes (e.g. skills gained, knowledge acquired, topics/ themes/ content covered) | **Type of development**  E.g. Course, Workshop, Conference, Self-development (researcher, reading, etc.), Coaching, Mentoring, Job Shadowing, Project work, Committee Membership, etc. 70:20:10 model | **Timescales**  E.g. End of April, To be completed in the next 6 months, Over next 1-2 years. | **Status**  Started / completed / results | **Further comments**  E.g. Resource requirements, Additional notes |
| **EXAMPLE** Expand my professional network | Build my profile and help me to learn continuously. | Sign up for events to attend,  Join professional groups in person or through social media |  |  | Time & Money (for attending events) |
| **EXAMPLE**  Develop financial expertise to manage budget | Able to analyse budget reports from financial management system. | TMS80: Managing Costs, Managing Budgets |  |  |  |
| **EXAMPLE**  Develop my problem-solving skills | Identify and address challenges effectively and efficiently | Attend a seminar on problem-solving best practices in the next quarter. |  |  |  |
| **EXAMPLE**  EDI Objective | Support users and colleagues with hidden disabilities to access the Library and our services | Undertake the [Hidden Disabilities Sunflower scheme training](https://app.manchester.ac.uk/training/profile.aspx?unitid=9495&parentId=4&returnId=4&returntxt=Return+To+Search&returnQs=%3fterm%3dhidden+disabilities%26org%3d0) on Blackboard |  |  |  |
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