Name:

Personal Learning and Development plan

Library Directorate and Team:

PDR year:

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| **Goals**  **Relevant PDR objective goes here** | **Skills or Competencies**  To be learned or acquired | **Resources**  What is needed (time, money, etc.) | **Activities**  Learning opportunities to try (70:20:10 model) | **Priority**  High  Medium  Low | **Status**  Started / completed / results |
| **EXAMPLE** Expand my professional network | Build my profile and help me to learn continuously. | Time & Money (for attending events) | Sign up for events to attend, join professional groups in person or through social media | Low |  |
| **EXAMPLE**  Develop financial expertise to manage budget | Able to analyse budget reports from financial management system. | Time | TMS80: Managing Costs, Managing Budgets | High |  |
| **EXAMPLE**  Develop my problem-solving skills | Identify and address challenges effectively and efficiently | Time | Attend a seminar on problem-solving best practices in the next quarter. | Medium |  |
| **EXAMPLE**  EDI Objective | Support users and colleagues with hidden disabilities to access the Library and our services | Time | 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 | Medium |  |
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