

Personal Development Review

Self-Reflection Template

Please complete this template and bring it along to your Personal Development Review meeting. This will help to focus the discussion so that you get the most from it. This form is confidential to you and the person who is conducting your review except for the Development Action Plan which may be shared with the officer/s responsible for member support or development.

Name:..... Date of meeting:.....

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|---|
| 1. What are my current roles and responsibilities? |
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| 2. What specific tasks do I need to achieve this year? What do I plan to do and by when? |
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| 3. What do I need to know about and be able to do to undertake my role and deliver my plans? |
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| 4. What aspects of the role am I most confident in? |
| |

5. Where do I currently feel less confident?

6. What might prevent me from undertaking my role as effectively as I would like?

7. What learning and development have I undertaken this year?

8. What have I learned and been able to achieve as a result of this learning and development?

9. What additional learning and development would be useful?

10. What support could I offer to my colleagues?

Development Action Plan

| Areas that I would like to develop | How will I achieve this |
|--|---|
| Skills: <i>[E.g. chairing meetings, questioning techniques, media interviews]</i> | <i>[E.g. visits to other authorities, networking with other members, meeting with relevant officers, e-learning or workshops etc]</i> |
| Knowledge: <i>[E.g. code of conduct, equalities, legislation etc]</i> | |

