



PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT PLAN (PDP)

FOR EXISTING MEMBERS, CPD MONITORING AND REINSTATING MEMBERS

Period of plan (two years):	1 st January 20XX – 31 st December 20XX
Date of next review (at least annually):	1 st January 20XX
Name:	A Junior Planner
Membership number:	xxxxxx

NOTE: If you are applying for Associate or Legal Associate membership, or applying for Chartered membership through an APC route, please refer to the PDP template available on the relevant pages of the RTPI website: www.rtpi.org.uk/associate, www.rtpi.org.uk/legal-associate or www.rtpi.org.uk/apc. If you are a current member, looking to prepare your PDP to comply with **CPD monitoring requirements**, or a **lapsed member looking to reinstate** your membership, please use this template.

PART ONE - WHERE AM I NOW?

Current job title and employer details?

Name of employer, type, and size

For example:

Is this a large/small LPA or small/mid/large/global private company/multi-disciplinary?

Current job/role?

Explain your current job role, areas you need to be knowledgeable about, and skills you need to possess. (If you are looking for a new job, what skills and knowledge would you need to attain that job)

For example:

I am a Planning Officer within the Local Plans Team.

In my current job role, my duties include:

- *Assisting the senior planners with the ongoing preparation, review, and implementation of the Local Plan*
- *The collation and examination of comments in relation to the draft Local Plan*
- *Assisting senior planners with the preparation of the Local Plan for Examination in Public*

- *Providing responses to pre-application submissions and planning applications where we are consulted by the Development Management Team.*
- *Act as the coordinator for local groups who are preparing Neighbourhood Plans.*
- *Provide support to my senior planner in assessing the Town Centre and Retail analysis.*
- *Assist graduate planners in their orientation and mentoring them.*

Reflection on previous PDP (not to be completed by reinstating members)

Outline the areas from last year's PDP which you still need to address this year.

For example:

(List bullet points)

Unable to attend webinar on carbon zero and Biodiversity Net Gain because...?

What are my career aspirations?

You should think about your longer-term career aspirations (3 years +) and your shorter-term aspirations. If you are working towards retirement, your PDP should focus on planning for this.

Specific job roles may be added here, but also think about the skills that you need to get there.

For example:

Short Term Aspirations

I want to be promoted to Senior Planner within the next 18 months.

I will continue to develop in my current role, taking on higher levels of responsibility with minimum supervision.

I will continue to develop my skills in communication and engagement, and in understanding how new legislation impacts the development of a local plan and updates to the local plan.

I will mentor graduate planners through, training, coaching, and providing support.

Longer Term Aspirations

I want to develop my skills to become a team leader within the Local Plans Team, leading, mentoring, coaching, developing, and supporting other staff members.

Develop a SWOT analysis based on your answers to these questions.

<p>Strengths For example:</p> <ul style="list-style-type: none"> • Attention to detail • Writing skills • Willingness to learn • Proactive • Project management and coordination • Time management 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Negotiation and facilitation skills • Lack of experience of a full local plan cycle • Limited experience of presenting to the management team and elected members • How to incorporate new legislation and requirements into local plan policy e.g. Biodiversity Net Gain and renewables • Understanding EDI principles and how to build these into local plan policies
<p>Opportunities</p> <ul style="list-style-type: none"> • Lack of senior staff allows me to step up and undertake work that I may not otherwise be given • Opportunities to act as senior planner, to gain more experience • Ability to work closely with the Development Management Team to see the implementation of local plan policies in practice. 	<p>Threats</p> <ul style="list-style-type: none"> • Changing legislation threatens the draft local plan and the timeline for adoption • Lack of staff to undertake the work required for both the local plan and to support the DM staff • Lack of budget for CPD and training, which has to be shared among the team

Please use the information from your career aspirations and your SWOT to identify some Goals and Objectives for part two.

Important to Note:

What you have written in part 1, informs your goals and objectives and action plan

PART TWO – GOALS, OBJECTIVES & ACTION PLAN

Please complete one to three goals; two to four objectives per goal; and two to three SMART actions per objective. You are not expected to get your line manager or mentor to corroborate your PDP but you should gain their support for actions beforehand, if required.

Further guidance on the preparing your PDP can be found in the CPD Advice Note [cpd-practice-advice-guidance.pdf \(rtpi.org.uk\)](https://www.rtpi.org.uk/cpd-practice-advice-guidance.pdf)

GOAL 1

Where do I want to be professionally?

For Example:

Within the Professional Development Plan period I will work towards gaining the necessary skills to become a Senior Planner within the Local Plans Team. I also want to ensure that I have the necessary skills to be able to undertake my duties with confidence.

(GOAL 1) OBJECTIVE 1

What outcome will help me achieve this goal?

For Example:

I will enhance my leadership and mentoring skills.

Action	How will I know I have achieved it?	When will it commence and finish?
<p><i>NOTE: Use RTPI free and paid events, RTPI Learn, as well as articles, advice notes and research to respond to your weakness.</i></p> <p><i>Example 1:</i> <i>I will undertake the Coaching Conversations training, which is a course developed internally. This is mandatory for team leaders and managers but is also available to staff who are seeking to develop their leadership skills.</i></p> <p><i>I have discussed this with my manager and have their approval to attend this course. With this being an internal course, there is no cost for this training. I have received confirmation of my attendance.</i></p>	<p><i>Reflect and link to online CPD log. Explain clearly how you can achieve this action.</i></p> <p><i>I will have further developed by ability to coach junior colleagues so that I can help them with their development.</i></p> <p><i>I have booked monthly meetings for six months following completion of the course, with my line manager to assess my progress.</i></p>	<p><i>Add specific dates of events in this box or when you plan to undertake the learning</i></p> <p><i>18 – 19th April 20XX</i></p> <p><i>17th May 20XX</i> <i>14th June 20XX</i> <i>19th July 20XX</i> <i>16th August 20XX</i> <i>20th September 20XX</i> <i>18th October 20XX</i></p>
<p><i>Example 2:</i> <i>I will undertake the RTPI Masterclass – Effective Leadership Skills for Planners to understand my preferred leadership style and to understand the qualities of an effective leader.</i></p>	<p><i>I will develop the skills to set personal and professional goals and to identify the steps needed to achieve them. I will also gain insight into efficient, effective, and exemplary behaviours for a management role and incorporate them into my current role.</i></p>	<p><i>7th February 20XX</i></p>

(GOAL 1) OBJECTIVE 2

What outcome will help me achieve this goal?

For Example:

To further develop my project management skills to be able to take on greater responsibility for progressing the development of the draft local plan and consultations with the Development Management Team

Action	How will I know I have achieved it?	When will it commence and finish?
<p><i>Example 1:</i> <i>Participate in at least one event annually that focuses on project management.</i></p> <p><i>I have identified the following RTPI CPD event in 2024 which will assist me in reaching my objective:</i> <i>Online CPD Masterclass – Project Management for Planning</i></p> <p><i>This is achievable as I have received prior approval for time off to undertake the self-directed learning and the webinar from my employer and they have committed to funding the event.</i></p>	<p><i>Before attending the seminar, I will assess my existing knowledge and skills with my line manager. After the seminar, I will revisit the self-assessment and determine the notable improvements in terms of tools and techniques, identification and management of risks, time management, stakeholder engagement, resource allocation and team management.</i></p>	<p><i>22nd May 2024 plus self-directed learning (11th April to 22nd May)</i></p>

You may delete the goals, objectives, and actions in this template as necessary.

Important to Remember:

- *More goals, objectives, and actions would need to be added to address this person's identified weaknesses and progression to where they want to be and to complete the 2-year plan.*
- *Ensure that what is included in your PDP will add up to 50 CPD hours or more.*
- *Use your online CPD log to track your hours and use as a running total.*