**Personal Development Plan**

At the first meeting in each year of training, the Trainee and Educational Supervisor should identify key learning objectives for the year, set out how they will be achieved and how they will know if the objectives have been achieved. The Educational Supervisor should send the whole of this document to the Trainee by email with a copy sent to the current Clinical Supervisor.

|  |  |
| --- | --- |
| **Trainee:** |  |
| **GMC Number:** |  | **Year of Training:** |  |
| **Educational Supervisor:**  |  |
| **Date:** |  |
| **Placements (include Dates, Specialties, Locations and Clinical Supervisor):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Key Tasks** | **Success Criteria** | **Training / Teaching** |
| What specific development needs do I have? | What do you plan to do to meet your objectives? | How will you know when you have achieved them? | Is additional formal support required? If so what is needed? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |