

Personal Development Plan [IfA example]

Name:

Job title: [Where applicable]

Period of plan: [Oct 2009-Oct 2010]

Date reviewed: [October 2009]

Name of mentor: [Where applicable]

Name of line manager: [Where applicable]

	My specific learning goals	How I will achieve this	How this will be measured	When I will achieve this by	People who can help me with this
Personal objectives					
#1	To learn a new skill (eg. a new language, excavating/conserving a new material)	Taking a course, listening to language tapes in the car, reading books, practising on colleagues, buying new software, volunteering, working abroad	Increased confidence in the skill, successfully passing any tests		Colleagues, relatives, friends, tutors
#2	To work towards writing to publication (eg. drafting a research project or grant application)	Learning appropriate new software, contacting relevant societies/councils/funding bodies/journals	Successful submission of an article/application		Colleagues, tutors, relevant bodies
#3	To visit places I have never been before, especially with an archaeological/historical interest	Travelling	Booking annual leave and making appropriate trips to new countries/towns/museums/exhibitions/sites, keeping a travel journal, saving money for holidays		Colleagues, relatives, friends, travel agents
Professional objectives					
#4	To keep up to date with research in my area(s) of interest	Society/professional membership, reading books & journals, visiting sites/museums, watching	Increased confidence and expanded knowledge of specific field of expertise, having articles published, presenting		Colleagues, tutors, relevant bodies

		TV, talking to colleagues, attending conference sessions/courses	conference papers, successful applications		
#5	Keep up to date with legislation	Reading the newspaper, <i>The Archaeologist</i> , Heritage Link Update	Increased confidence and expanded knowledge, successfully teaching/discussing with a colleague		Colleagues, appropriate membership and subscriptions
#6	To take a (part-time/full-time) course relevant to the heritage sector	Investigate and book an appropriate course	Attendance of course (in-house or off-site formal training), home study, successfully passing tests		Colleagues, tutors
#7	To improve my understanding of the IfA & professional issues	Reading <i>The Archaeologist</i> , Yearbook articles, by-laws, attending the AGM, conference sessions, an RO inspection or other meeting, filling out a membership application form, joining a committee or Special Interest Group	Increased confidence on RO inspections, contributions to the AGM/conference, successful application for membership/committee/Council, teaching/discussing with a colleague, setting up a new Special Interest Group		Colleagues, IfA staff, IfA members, referees
#8	To gain experience that enables the advancement of my career (eg. learning about managing large sites, post-excavation, built heritage, teaching)	Talking to colleagues, attending courses or conference sessions, reading relevant literature, home study, site visits	Being offered involvement in new activities at work, successful promotion/pay-rise/new role		Colleagues, tutors
Work objectives					
#9	To keep informed about commercial archaeology	Talking to colleagues, reading <i>The Archaeologist</i> , subscribing to the Jobs Information Service Bulletin/Heritage Link Update, reading the	Increased confidence and expanded knowledge of the subject, successful tendering		Colleagues, appropriate membership and subscriptions

		newspaper, watching TV, attending conference sessions/IfA AGM			
#10	To learn a new skill (eg. minute writing, public speaking)	Talking to colleagues, attending training, reading, buying relevant software	Increased confidence in the skill, good feedback from colleagues/delegates		Colleagues, tutors
#11	Keep up to date with health and safety procedures	Reading relevant e-mails, visiting websites, having a fire drill, going on a first aid course, getting a CSCS card	Successfully passing a first aid course, gaining CSCS card, keeping records of fire drills & improving evacuation times, no reportable accidents or near misses		Colleagues, tutors
#12	Improve IT skills (eg. PowerPoint for conferences, web design, publication quality graphics, database)	Talking to colleagues, attending courses, buying software, joining relevant online fora, practising regularly	Greater understanding and use of these systems, improved ability to adapt database		Colleagues, tutors
#13	To learn about the tendering process/business management	Talking to colleagues, attending courses or conference sessions, reading <i>The Archaeologist</i> or other journals/books	The creation of effective and motivated teams, attainment or renewal of ISO/registered status, successful tendering		Colleagues, tutors, accountants, business advisors
#14	To continue to improve existing skills (eg. fieldwork techniques, people management skills, illustration, planning, section drawing, building recording)	Talking to colleagues, volunteering, attending courses, buying software, joining Special Interest Groups, practising regularly, developing a portfolio	Improved efficiency of data collection, improved ability to recognise different site characteristics		Colleagues, tutors