

1. Ingredients for professional development



1. **IDENTIFY** Your Professional Goals and Motivations

- What motivates and energizes you at work?
- What opportunities exist in your current role that will help you develop and grow?
- Where do your motivations and the needs of the Radboudumc strongly align?
- What do you want to learn/prepare for?
- Note your goals and motivations on the PDP Conversation Tool which follows.

2. **DETERMINE** Your Talents/Strengths and Development Opportunities

- What are your talents/strengths?
- What are your passions, what do you love doing?
- What are your areas to improve, or new areas to learn?
- Review your annual performance appraisal ('jaargesprek'), any performance-related feedback you have received from your supervisor(s), co-workers, clients and others, and any self-assessments you have taken - are they consistent with your assessment of your talents, strengths & development needs?
- Note your talents/strengths and development opportunities on the PDP Conversation Tool.

3. **PLAN** Your Focused PDP Objectives and Action Steps

- Considering your current career situation and future aspirations, where should you focus your development? What will your objectives be for this PDP?
- Will your PDP include building capabilities, preparing for new opportunities, both?
- Which of your strengths/talents will you use more often, or expand?
- What development opportunities are important for you to focus on?
- What SMART action steps will you take to achieve your PDP?
- Note your ideas for development activities on the PDP Conversation Tool.

4. **MEET** With Your Supervisor

- Schedule a one hour meeting with your supervisor to discuss your draft PDP.
- You will be responsible for running the meeting with your supervisor.
- Prepare by reading through the “Meet With Your Supervisor” section of this guide.
- Bring the notes you created in Step 3 to the meeting.
- Use the “How to Conduct an PDP Meeting With Your Supervisor” steps to run the meeting.
- Meet with your supervisor to discuss and refine your individual development plan.

5. **ACT** On Your Plan

- Complete an PDP form to finalize your plan and give a copy to your supervisor.
- Plan your PDP deadlines into your calendar.
- Partner with your supervisor to make the plan work.
- Schedule follow up meetings to check on your progress.
- Act on the plan and assume ownership.

