



How to Create a Professional Development Plan for Your Personal Success



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Your Host Today...



Imrah Mughal
Career Development & Experience Analyst

Antoinette Oglethorpe

>25 years of experience developing leaders in the Private Sector and now consulting with the UN System

- Speaker and Author on Talent Development
- Professional Career Coach and Counsellor

“[Career Conversations] provoke reflection insight, ideas and action. They keep the focus on the employee while helping them see things differently. And they encourage them to take ownership of their own development. They help them recognize possibilities.”

Antoinette Oglethorpe in “It’s Good to Talk - A Practical Guide to Have Career Conversations in the Workplace.”



As a result of this webinar you'll

discover five practical steps
you can take to create a
professional development
plan



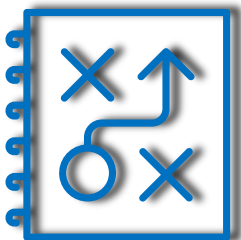
What We'll Cover in this Webinar



What is a Professional Development Plan?



Why professional development is important



5 steps to create a Professional Development Plan



What is a Professional Development Plan?



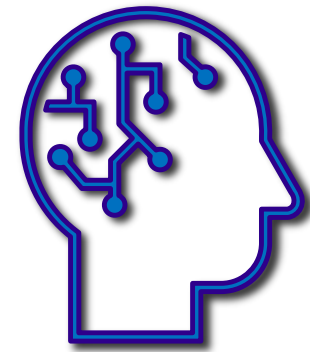
Question

If you had to describe a Professional Development Plan to another person, what would you say?

PLEASE TYPE YOUR ANSWERS
INTO THE CHAT BOX

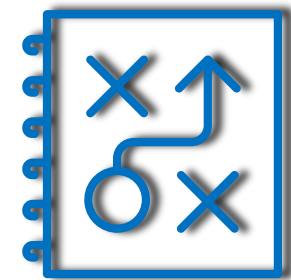
Professional Development

Professional development is an ongoing process that drives you to improve your knowledge, skills and experience, so that you can fulfil your potential and realise your career ambitions



Professional Development Plan

A professional development plan (or PDP) is a method of focussing your ambitions into shorter-term goals and achievable steps





Why is professional development important for personal success?



Question



From what we have described so far, why would you say professional development is important?

PLEASE TYPE YOUR ANSWERS
INTO THE CHAT BOX

Plan vs Planning



Professional development isn't "one-and-done"



Realising your potential and fulfilling your ambitions requires commitment to doing the ongoing work required

Benefits of Continuous Learning

- 1. Boosts your confidence
- 2. Establishes your credibility
- 3. Elevates your expertise
- 4. Increases your value as an employee
- 5. Boosts your productivity & efficiency
- 6. Makes it easier for you & your organization to succeed
- 7. Opens doors to further career opportunities in your career



Empowered lives.
Resilient nations.



Reflection

What has been useful about what we've covered so far?

What insights have you gained?

Please type any comments or questions into the chat box



5 steps to create a Professional Development Plan

Step 1: Begin
with the end in
mind



Be clear on what's important to you in your career



Skills

Preferences

Values

Interests

Career drivers

Enjoyable activities

Develop a Picture of Future Success





How would you know that
things were a success?

Step 2:
Analyse what is
required to be
successful



Areas to consider:

Knowledge

Skills

Experience

Behaviors and
achievements

Relationships

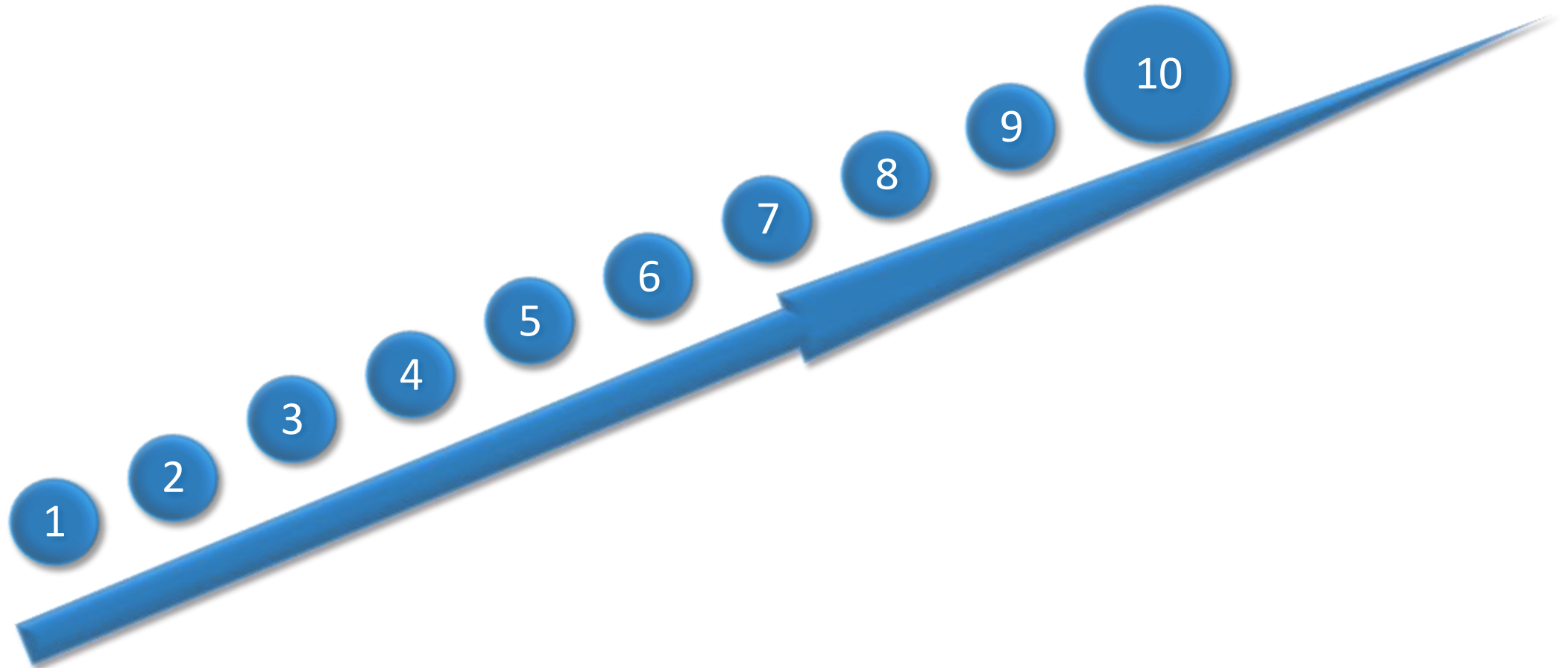
If you don't know, how can you find out?



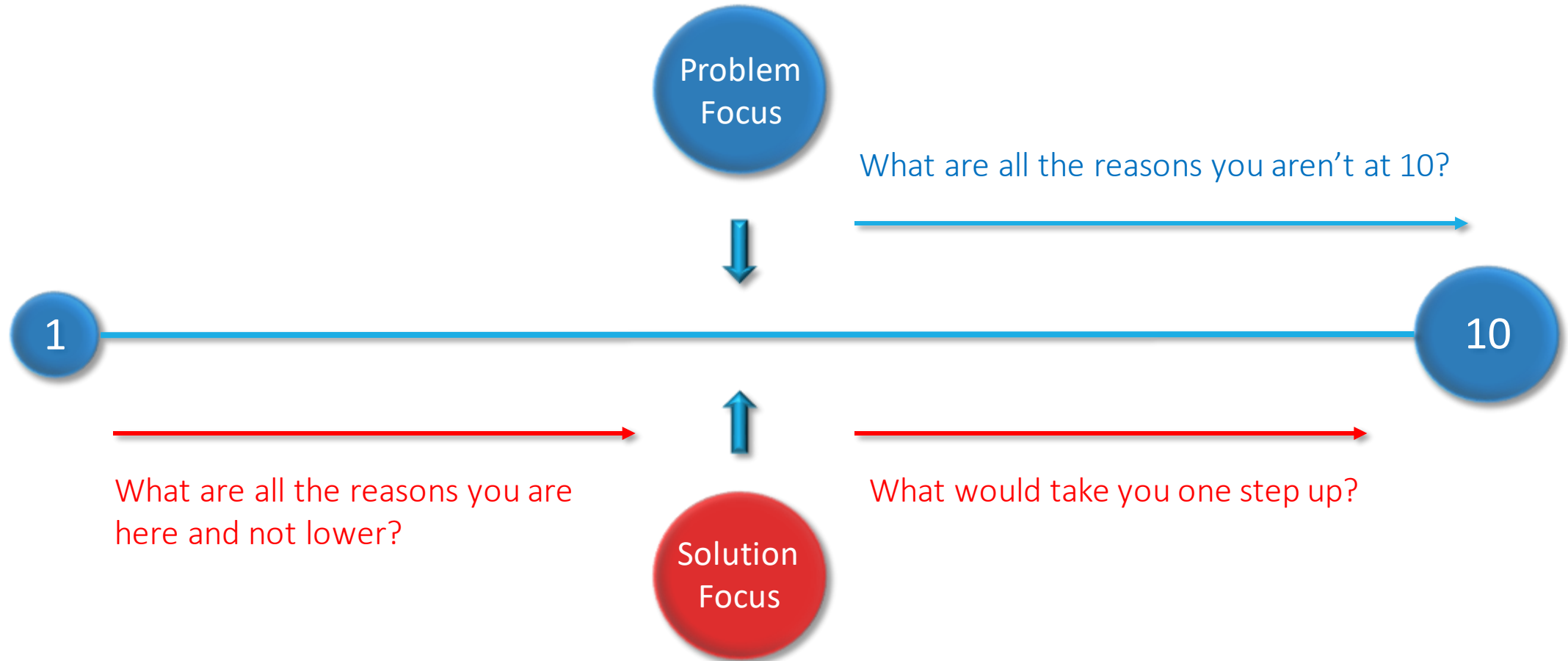
Step 3:
Recognise the
progress you
have made
already



Recognize the progress you have already made in your career



Using a scale in a solution focused way





Activity

On a scale of 1 to 10 where 10 is your Future Success, where would you put things today?

How come you're there and not lower – what's going well? What else?

What helped you get to where you are today?

Step 4:
Develop your
strategy





Develop your
knowledge and skills



Develop your profile

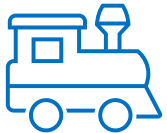
Four approaches for raising your visibility



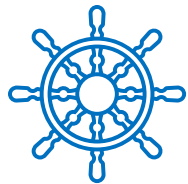
Write: articles in your area of expertise – blog, intranet, local or national press, trade journals



Speak: meetings, talks, lectures, conferences in your area of expertise



Train: new recruits, colleagues or a mentee in your area of expertise



Lead: task forces, project groups, meetings or ad hoc groups



Develop your
relationships

Step 5:
Focus on the
steps you can
take in the
short term





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What remaining questions do you have?

Thank You!



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Resilient nations.*

For any further questions, reach out to us on:

E-mail: career.development@undp.org

Yammer: Career Development & Experience

Or visit our intranet page on:

<https://undp.sharepoint.com/teams/TalentDevelopmentHub>