



SCOUTS AUSTRALIA
Victorian Branch

FORM: DP1.1
ISSUE: 2
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Personal Development Plan (PDP)

for Leaders in the Movement

This Development Plan is for: (✓ one)

- Annual review of an Adult Leaders' appointment
- A Leader moved to a new location
- A change of Leadership role
- Realignment of defined tasks
- Annual review of a Training Leaders' appointment

Name: (Please print) **Role:**

Region: **Membership No:**

Formation:

Team Leader¹: **Role:**

Region: **Membership No:**

Formation:

Period: From To

Date PDP Completed:

Accepted: (Leader signature) (Team Leader signature)

¹ Your Team Leader is your Group Leader (if you are involved in a youth section) or your supervising Commissioner or Branch Activity Leader.

Personal Development Plan (PDP) Workplan for all Leaders in the Association

Follow these STEPS...

NOTE: You COMPLETE STEPS 1, 2 & 3. You THINK about STEPS 4 & 5

STEP 1: (Complete)

Prepare yourself **before** you meet with your Team Leader. Complete the following by putting a ✓ in the box to show where you believe you rate yourself as a Leader.

SELF-EVALUATION REVIEW:

<u>Area</u>	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Personal Example (Duty to God, Promise & Law, Uniform)					
Team Work (with other Leaders, Team Helpers, other Teams)					
Leadership (eg working with others, style, delegation)					
Relationships (eg with other Leaders, Helpers, community members)					
Personal Development (eg development of knowledge, skills – technical & people)					
Presentation and Delivery (for Trainers) (eg level of skill, facilitation ability training development)					
Activities Arranged (eg frequency & attended, skill development)					
Record Keeping (eg records, accounts, reports, etc)					

STEP 2: (Complete)

PROGRESS AND ACHIEVEMENT REVIEW:

What have you achieved in your role in the last 12 months?

What do you believe you still need to do?

As an indicator of ongoing development, what additional training did you complete in the past 12 months?

(attach certified copies of new Qualifications / Awards / Statements of Attainments etc gained in the review period)

STEP 3: (Complete)**SUPPORT REVIEW:**

What helped you get your role in Scouting done?

How has your Team Leader assisted you?

If you experienced difficulties, what were they?

STEP 4: (Think about, and later discuss and record with your Team Leader)**Role Planning for the next 12 Months:**

- What are your main responsibilities now? (Refer to your Duty Statement)
- Are there any special projects/tasks that you are responsible for? If so, what are they?
- Is there another role you would like to undertake? If so, what would you like to do?
- What could be some Goals for your Scouting role for the next 12 months?

ROLE ACTION PLAN:

What are you going to achieve in your Scouting role in the next 12 months?

In order for Goals to mean something, they must be written down. Don't set Goals so high as to make them difficult to achieve in the next 12 months. The number of Goals depends upon you and your discussions with your Team Leader.

Goal 1:

By When:

Goal 2:

By When:

Goal 3:

By When:

STEP 5: (Think about, and later discuss and record with your Team Leader)**Personal Development Planning for the next 12 Months:**

- Are there any personal development areas that need attention?
- What are some options for meeting these needs?
- What action do you need to take to meet your current development needs as identified from this review and your new role Goals?

PERSONAL ACTION PLAN:

What is it you would like to do for your own Personal Development, and how can the Movement assist you to meet these needs?

I Would like to do:

The Association can assist me by:

Other general thoughts/comments I would like to raise with my Team Leader are:

Personal Development Plan (PDP) Workplan for all Leaders in the Association

PLEASE READ...

Dear Leader,

The Personal Development Plan (PDP) is an expression of the Association's commitment to you in providing for your role and personal development. It ensures that the development of the Leadership of our Movement is given priority and you have an opportunity to meet with those who provide you with support, and to record your role and personal goals for the next twelve-month period.

Importantly, the PDP process is an opportunity for you to meet informally with the person to whom you are directly responsible - your Team Leader (Group Leader, District Commissioner, etc) who is there to provide you support and assistance in your role.

The opportunity for you to speak face-to-face with your Team Leader is a vital component of maintaining good relations and open communication, thus increasing mutual trust and understanding.

The PDP process can be utilised for:

- the annual review of an Adult Leaders' appointment;
- a Leader changing a leadership role;
- a Leader moved to a new location;
- Realignment of defined tasks; and
- annual review of a Training Leaders' appointment

You should feel quite comfortable about discussing any issues, concerns, needs and aspirations you might have with your Team Leader. The benefits are many, both to you personally and to the Movement:

Significantly, you will:

- know how you are doing in your role;
- know what is expected of you;
- be listened to and respected;
- receive assistance and encouragement;
- receive praise and recognition; and
- be taking ownership of your performance.

Spend a few minutes in completing a few essential aspects prior to meeting with your Team Leader. This can assist in ensuring that we are giving of our best in our role, as well as giving you an opportunity to reflect personally on what we have accomplished in Scouting and in your leadership role. Additionally, it gives us a chance to think about what personal and role goals we would like to undertake in the period of this PDP.

Please read on, follow the STEPS and complete where necessary. If you are uncertain, or need clarification about any aspect of the PDP process, please contact your Team Leader.