

## Top Tips for PDPs (Personal Development Plans)

PDP entries should follow 'SMART' objectives

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

When to create a PDP entry

- When you start a new job
- When you identify a gap in your knowledge
- When you realise there is a skill you need to acquire
- When you have realised there is an issue with your consultation style that needs addressing
- When you have a new idea or hear about a new technique you wish to try
- When you need to change your training programme e.g. maternity leave

Try to provide variety in your PDP

- Communication skills as well as clinical knowledge
- Various ways of fulfilling objectives
- Cover lots of different topics
- Small and large goals
- Short-term, medium-term and long-term aims
- Cover lots of different topics

Possible PDP action plans

- Read something specific and evidence-based e.g. NICE Guidelines
- Complete a relevant e-Learning session
- Attend an appropriate clinic
- Attend a teaching session or meeting covering the topic
- Organise a tutorial covering the topic with your trainer
- Attend a course

Your learning log allows you to 'send to PDP' once you have saved and shared your learning log entry. It will then copy your answers to the questions – "what learning needs did you identify?" "How will you address these?" Use it when you have set yourself a significant chunk of learning.

If your learning log is the 'soup' of your learning, your PDP is the stock cube!

More advice is available at [http://www.rcgp-curriculum.org.uk/PDF/ePortfolio\\_Trainee\\_Manual.pdf](http://www.rcgp-curriculum.org.uk/PDF/ePortfolio_Trainee_Manual.pdf)

(Based on PDP presentation by Emily Copeland)