



Consulting and Training | Reach New Heights

Course Name

Personal Development Planning

Sector Name

HR Strategy and Training

Document Type

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Personal Development Planning

Course Introduction

In order to advance in any career in life, personal development planning is crucial. A personal development plan can help you think about the steps you need to take in order to achieve your professional goals. PDP allows you to outline the strengths you already have and help you learn and overcome things you may feel need working on.

This training course is designed to provide participants with the essential principles and concepts they must take to create a long-term goal for their career, and plan effectively on achieving it. This course is composed of five modules and will carry participants through the journey of personal development planning and its key components.

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Target Audience

This training course is designed and beneficial for professionals handling functions related to Learning and Development, and Personal Development Planning policies and procedures, department managers and unit leaders, as well as individuals seeking to understand how to develop their personal careers.

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Learning Objectives

- ✓ Gain a comprehensive understanding of the concept of PDP and its link to performance management, learning, and development.
- ✓ Identify the skills needed to enhance job opportunities and career prospects
- ✓ Create a personal development plan
- ✓ Enhance the effectiveness of the PDP by putting it into the context of the organization's learning and development culture and performance management processes

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Course Outline

✓ **01 Day One**

Personal Development Planning (PDP) and Performance Management

- ✓ Job Competency Profile
- ✓ Attitude and Behaviour
- ✓ Purpose of Performance Management
- ✓ Performance Management Process
- ✓ Personality Development Strategy
- ✓ Managing Organisational Performance
- ✓ Moving towards Performance Evaluation and its link to PDP

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Course Outline

✓ 02 Day Two

PDP and Learning and Development

- ✓ The purpose of the Learning and Development strategy
- ✓ How to create a learning culture?
- ✓ Organisational Learning
- ✓ Learning Organisations
- ✓ How to embed PDP in your Learning and Development Strategy

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Course Outline

✓ **03 Day Three**

Creating a Personal Development Plan

- ✓ PDP vs CPD
- ✓ Personal SWOT Analysis
- ✓ Personal PEST Analysis
- ✓ Personal Ansoff Matrix
- ✓ Personal Branding
- ✓ Plan your Career Learning Stream

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Course Outline

✓ **04 Day Four**

Developing career and personal development skills

- ✓ Personal Learning Styles and Strategies
- ✓ Schein's Career Anchors
- ✓ Developing Personal Accountability
- ✓ Developing Personas
- ✓ Self-Mastery Strategy
- ✓ Understanding Emotional Intelligence

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Course Outline

✓ **05 Day Five**

Building company-wide personal development plans

- ✓ The Pyramid of Organisational Development
- ✓ The Hogan Development Survey
- ✓ The DiSC Model
- ✓ The ADDIE Model
- ✓ Five Stages of Corporate Ethical Development
- ✓ Mentoring Skills
- ✓ Coaching for Talent Management

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 5, 2026	Oct. 9, 2026	5 days	4250.00 \$	UAE , Dubai
Jan. 4, 2027	Jan. 8, 2027	5 days	4950.00 \$	Indonesia , Jakarta
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Jan. 31, 2027	Feb. 4, 2027	5 days	4250.00 \$	Qatar , Doha

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