Personal Development Plan

See the end of Unit 2 for a list of areas for consideration and coaching questions to help me develop this PDP over time.

My agreed goals / objectives are:	Aligned to KSBs:	Steps I will take to get there:	Success will be measured by:	Possible barriers and how these will be overcome:	Target date for completion:	Completed and notes
To become familiar and comfortable asking direct questions, such as the examples in the GROW model.	B1	Practice using questions from the GROW list in meetings, with team members and in coaching, and find my own words and phrases for these.	I regularly use direct questions, where appropriate, in a natural way during conversations, meetings and coaching sessions.	Reverting to what is familiar. Keeping in mind that I want to grow in this way, so need to keep focused on learning and trying new things.	10 September 2026.	September 2026. Feedback from my manager at my Q review meeting reflects that she notices me being more confident in meetings and taking more of a leadership role.
To reflect on my strengths and weaknesses in structuring coaching sessions so that there is a balance between listening and making time for reflecting on the past and present, and looking forward to solutions and actions, to be carried out after coaching	S5	Practice reflection after each coaching session, but also introduce reflection in my working life, so I can consider how I used my coaching skills on a day-to-day basis and what improvements I could make. Each member of my team will have set themselves a development goal based	Being able to structure coaching sessions which include both reflecting on the past and the current status of things, and also look at solutions and taking action.	Not leaving enough time to reflect and learn from those reflections.	10 May 2026	July 2026 My experience of contracting and recontracting has led to me feeling more confident in naming and shaping the process of coaching. I have a strict and productive habit of reflection after coaching sessions, which has been hugely helpful in growing this.

sessions. Also use this in 1-1s with my team to effectively help them move forward with challenges they are facing, and encourage independence from me.		on conclusions reached in a coaching-style conversation with me.				Conducted 1-1s with my team using reflective templates and encouraged them to grow their own reflective practice. Mirroring a coaching approach to development conversations.
Research and practise when to put myself into the coaching conversation and when to stay quiet and let the client lead, including reflecting on how effectively I did this with my first coaching clients in March and April.	S13	Write reflective notes which include reflections on my ability to both stay quiet and direct my coaching sessions.	Have a set of reflections from my first two coaching clients, along with a discussion with Nathan at my next interim review about what I have done and how I could improve. Measure my confidence in this now and at the end of my second client's coaching sessions.	Not being disciplined enough to write full reflective notes. I will make sure I book 30 minutes after the session in my diary to give myself space to think and make notes on my practice.	17 June 2026	June 2026 Have a useful set of reflective templates and a good routine of writing reflections and analysing my coaching and its effect on my clients and on myself. Knowing when to intervene is still something I am developing, but I feel confident that my system of reflection will lead me there.
Learn more about global listening, which my observer suggested might be a strength to build	S13	Find and read/listen to two different resources on global listening. Create a list of ideas for how I can incorporate this into	I use global listening techniques, where appropriate, in a natural way during	Making the time to do this. Will add an item to my Trello checklists	10 August 2026	Auguset 2026. "**Global listening**: Consider non-verbal cues and context for

upon, by researching the topic and reflecting on how I can use this in my coaching sessions.		my coaching practice and working life.	conversations, meetings and coaching sessions.	to do this at the end of Unit 8.		deeper insights into your client's experience." I've done some reading on global listening (inc Kline) and try to actively include summaries and silences in my sessions.
Create and refine my chemistry session structure, including researching and building in elements of designed alliance.	S5	Complete the activities and learnings from Unit 7. Look at the principles of the designed alliance and incorporate these into my chemistry session plans.	Have conducted enough chemistry sessions to test my approach and have a comfortable range of questions and techniques to use.	Fixing on one approach too early without testing out others. Make sure I experiment and continue to seek learn material on chemistry sessions.	10 July 2026	July 2026 I have a template, including essential points to cover and optional opening questions to help prompt me when I prep for discovery sessions.
Contract developed, based on BPP contract and CUP&A's internal contract. Used the contract, received feedback from clients on this and refined it accordingly.	K4	Get a copy of BPP's and CUP&A's contract and determine which version I would like to use. Add my own tweaks and preferences.	Have developed a contract I feel meets mine and my clients' needs, as well as my organisation's.	Being restricted by my organisation on what contract I should use.	10 April 2026	April 2026 I have my own contract now, and have used this with two clients. Am happy that it covers what I need it to.
Talk to my peers and other colleagues about coaching and	B3, K9	Discuss with my manager at my next collaborative conversation	Presented some basic information about how	Nervousness about speaking to a group about	1 June 2026 (before next	September 2026 Have encouraged many colleagues to use

how learning basic coaching skills could help them with their work. Will help consolidate my learning, promote the coaching profession, and give me exposure of being centre of attention.			coaching skills can help managers to a team of peers within my department.	something I'm still learning about. Seek support from other apprentices and my coach mentor if I lack confidence.	quarterly review)	coaching. 5 have signed up, and 2 more are considering this.
Do a 360 degree feedback within my workplace to help me learn about gaps in my skills and behaviours that I could fill.	B2	Research how to carry out this type of feedback successfully.	Carried out feedback and collated and analysed results. Used feedback to create more entries in this PDP.	Time restrictions, reluctance to know what people think! Should get support from my manager to do this, and consider extending it so my whole team do this exercise, to give me more momentum, and also help them grow in confidence about how they are seen in the workplace.	10 July 2026	**Ongoing.**
Try out different reflective models and create my own reflective template to	B1	Create a draft template with details of at least three reflective approaches.	Have tried various models for reflection and have refined my	Get stuck with a certain way of reflecting early on and not	10 September 2026	July 2026 I'm happy with my series of reflective templates and AI prompts. Really

use, with prompts to help me think fully and creatively about my experiences.			template into something that I feel works for me. This won't be an end point, as it will always continue to evolve, but it will be an interim milestone.	experiment enough. Will find podcasts, articles, books about reflection and continue to access new ideas and information about this.		enjoy using these and find them to be very effective.
Develop a way to ask clients for feedback on the coaching sessions that will help me to learn and grow, whilst not detracting from their experience as being central to their own coaching sessions	B1	Research possible ways to gain feedback, from simple 1-10 scaling to something in writing for them to do after the session	Have established a comfortable way to seek and receive feedback from clients that gives me useful information but isn't onerous on the clients.	Too many options, not knowing where to start. Is there a podcast or article I can read? Could I ask my coach mentor about this? Other more experienced coaches within my organisation?	10 August 2026	October 2026 I often end a session by asking how the session was for them. This often prompts them to give me feedback on the coaching and what worked and what they would like to do differently.
Use specific exercises and techniques within coaching to practice using these	B1	Try at least 3 techniques in coaching sessions and reflect on their effectiveness and how well I introduced them to the clients	Have tried 3 new techniques	Losing confidence, not identifying opportunities to do this	November 2026	**Ongoing.** Tried exercise asking for and accepting feedback with one client. Suggested circles of control with another client who didn't accept it.
Find new clients from more diverse	S14	Find male, overseas and senior clients	Have taken on 3 new clients from these categories	Not being offered clients from different	November 2026	**Ongoing.** Have one male client, but my overseas client decided

backgrounds and circumstances				backgrounds, people not continuing being coached by me. Not feeling confident to reach out and seek these clients		not to continue after discovery.