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| **CIHT Member – SMART Development Action Plan: 2022 – 2023** | |
| **Full Name:** | **CIHT Membership Number:** |
| **Job Title:** | |

**CIHT SMART Development Action Plan (DAP) Template**

This SMART DAP reflects your individual learning plan and helps you identify the objectives and activities that you intend to undertake to reach your own personal and professional goals. Objectives are measurable with specific actions that can be taken to progress you towards your broader goals. A good DAP shouldallow you to understand where you are now, where you want to be and how you are going to get there. You may want to update your DAP as your circumstances change

**Before you create your SMART DAP**

* Complete the SWOT analysis template below
* Identify your overarching goals, and then plan how you will meet them with S.M.A.R.T. objectives. You may want to consider linking objectives through your annual work appraisal, as that may cover similar areas to your DAP.

**What does SMART mean?**

* **S**pecific – Who, What, Where, When & Why? Write down the skills you need to do your role or task successfully and competently
* **M**easured – Metrics and Milestones. Set out a measure of success that’s acceptable to you. What will demonstrate your objectives have been achieved?
* **A**chievable – Do you currently have the skills to accomplish this objective? Prioritise areas for development and research how these are achievable through relevant CPD activity
* **R**ealistic – is the goal and objective realistic? Don’t over or underestimate what you can do in one year.
* **T**ime-bound - Work out roughly how much time you will need to achieve your objectives and overall goal. Consider giving yourself deadlines.

1. **SWOT:** The first step is to complete the below SWOT analysis to help you identify your **S**trengths and **W**eaknesses. It can also help you identify any upcoming development **O**pportunities that you can undertake, as well as any personal or professional **T**hreats to your development

**SWOT Analysis**

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| Identify your **Strengths** |  |
| Identify your **Weaknesses** |  |
| Are there any upcoming development **Opportunities** you can undertake |  |
| Are there any personal or professional **Threats** to your development? |  |
| Where are your development gaps? |  |
| Where are you going to focus your development on? |  |

1. **Identify Goals and Objectives**

The second step is to identify your overarching goal. State your primary goal in the template below, in just one or two sentences. This ensures that the goal is clearly defined. Goals are supported by S.M.A.R.T. objectives that help you identify the actions, resources and time required to meet your goals. Undertaking this process for each of your goals will help you create a more detailed action plan. You may add as many objectives as you wish for each goal. Some goals may have longer timescales to others.

**Goals**

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| **Goal 1: Set an overarching goal e.g. Develop management skills** | | | | |
| What do I need to develop to achieve this goal? | What **specific** action will you take to achieve this goal? Do I foresee any risks to my goals? | What resources or support will I need? (**Achievable, realistic).** Do I have the skills and opportunities to accomplish this? | How will I know that I have achieved it? **Measurable)** | When will I achieve this by? (**Time-bound)** |
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| **Goal 2: Set an overarching goal** | | | | |
| What do I need to develop to achieve this goal? | What **specific** action will you take to achieve this goal? Do I foresee any risks to my goals? | What resources or support will I need? (**Achievable, realistic).** Do I have the skills and opportunities to accomplish this? | How will I know that I have achieved it? **Measurable)** | When will I achieve this by? (**Time-bound)** |
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| **Goal 3: Set an overarching goal** | | | | |
| What do I need to develop to achieve this goal? | What **specific** action will you take to achieve this goal? Do I foresee any risks to my goals? | What resources or support will I need? (**Achievable, realistic).** Do I have the skills and opportunities to accomplish this? | How will I know that I have achieved it? **Measurable)** | When will I achieve this by? (**Time-bound)** |
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| **Goal 4: Set an overarching goal** | | | | |
| What do I need to develop to achieve this goal? | What **specific** action will you take to achieve this goal? Do I foresee any risks to my goals? | What resources or support will I need? (**Achievable, realistic).** Do I have the skills and opportunities to accomplish this? | How will I know that I have achieved it? **Measurable)** | When will I achieve this by? (**Time-bound)** |
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**Note:** Please continue the sheet for as many goals as you want but keep it realistic!