**Personal Development Plan**

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| Start date | Personal skill to be developed | How will it be developed? | What will the outcome be? | Completion date? | Resources and help I need? | Tick when achieved |
| *Example:*  *24 April 2023* | *Time management* | *Complete an online training course in time management.*  *[give details]* | *Course completed. Certificate issued.*  *[also include what you will learn about]* | *June 2023* | *Websites?*  *Books?*  *Journals?*  *Conversations with people?* |  |
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