**EMPLOYABILITY AND SELF-DEVELOPMENT**

**Learning Outcome 2: ACTIVITY 3**

**HOMEWORK INDIVIDUAL ACTIVITY**

**Personal development plan (PDP)**

With reference to the information in the Study Guide, build a PDP that will help to ‘close the gaps’ in your skills profile and better present you as a ‘rounded individual’ to a prospective employer.

You can develop your own format but you may find the checklist and template from the CMI website useful:

<http://www.managers.org.uk/knowledge-bank/personal-development-planning>