



Example of completed Table in Personal Development Plan

	Academic skill to be achieved during period of contract (12 months)	Means by which academic skill will be achieved (e.g. by taught course, through satisfactory completion of specific task etc). Include specific agencies, venues and dates where applicable.	Nature of material appended indicating satisfactory acquisition of skill, with signature of the Academic Educational Supervisor	Reason as to why research skill was not achieved. Proposed action to ensure skill acquisition
Skill 1	Writing a grant application	Applying for a grant	Grant application form	
Skill 2	Peer review	Peer reviewing a paper for a journal	Copy of peer review submitted to journal	
Skill 3	Clinical trials legislation	Attending GCP Course	GCP Course Certificate	
Skill 4	Ethical approval	Applying for ethical approval	Copy of ethics form	
Skill 5	Supervision of postgraduate student	Attending supervisors course	Course Certificate	
Skill 6	Supervision of summer student	Co-supervising a summer student project	Letter from co-supervisor confirming supervision	
Skill 7	Verbal presentation skills	Oral presentation at University research progress meeting	Copy of slides	
Skill 8	Effective networking and collaboration	Writing a paper with a colleague	Current draft of paper	
Skill 9	Teaching skills	Attending SCOTS course at NHS Education Scotland		Course was cancelled – booked onto course later in year
Skill 10	Study regulation	Annual review forms for committee	Completed forms	