**Behavioural personal development plan**

**Plan your development to support your apprenticeship behaviours**

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| **Behaviour** | **What does good look like to achieve this?** | **Plan of development in next 6-months**  | **Plan of development in next 12-months** | **Plan of development in next 18-months** |
| **Communicate effectively using a full range of skills: speaking; listening; writing; body language; presentation** |  |  |  |  |
| **Work and interact effectively within a team** |  |  |  |  |
| **Work independently and take responsibility for initiating and completing tasks** |  |  |  |  |
| **Understand impact of work on others, especially where related to diversity and equality** |  |  |  |  |
| **Time management and ability to complete work to schedule** |  |  |  |  |
| **Handle change and respond to change management processes** |  |  |  |  |