

Continuing professional development Needs analysis and training and development plan

Education & Training Unit
Version 1

Unplanned training and development activity is very unlikely to bring the maximum return on your investment in terms of time and money.

The Solicitors Regulation Authority encourages all solicitors to plan their training activity and to tie in individual training and development needs with those of the firm to meet business objectives. Those solicitors working in firms holding the Investors in People Award will be familiar with this approach.

The following are blank needs analysis and training and development plans designed to help you plan your own development.

Download example forms that illustrate how to formulate a development plan.

Analysis of development needs

Section A - Strengths

Performance in Key Result Areas	
Key result area	Strengths
Additional skills and knowledge required - development needs	

Section B - Weaknesses

Performance in Key Result Areas	
Key result area	Improvements required
Blockages/Obstacles that arose from external influences	
Additional skills and knowledge required - development needs	

Section C - Opportunities

Opportunities	
Options	Action required

Section D - Threats

Threats	
Potential changes	Action required

Training and development plan

Name Roll/identifier number Date of admission Period from to

CPD requirement for this period hours

Development activity	Knowledge and/or skills to be developed	Priority	Development strategy/methods	Providers	Start date	End date