

Personal Development Plan

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PDP End Date: 31 September 2025

Personal Analysis

Strengths <i>What am I good at?</i>	Developmental Areas (Weaknesses) <i>What do I need to work on?</i>
<ul style="list-style-type: none">• Ability to spot unusual activities or behaviours quickly.• Consistent monitoring of security systems and environments without lapses. <p>Effective at reporting incidents and coordinating with team members.</p> <p>Quick thinking to de-escalate conflicts.</p> <ul style="list-style-type: none">• Collaborating effectively with other team members.• Taking initiative and leading during critical situations when needed.	<ul style="list-style-type: none">• Tending to prioritize work over personal time, which can lead to burnout.• I am learning to manage my time better and ensure I maintain a healthy balance between work and personal life."• Feeling hesitant in directly confronting individuals in tense situations.

Opportunities <i>What could help me along?</i>	Threats <i>What might stop me?</i>
<ul style="list-style-type: none"> • Work towards becoming a supervisor. Volunteer to lead safety drills, training sessions, or emergency response planning. • Gain expertise in operating advanced systems like AI-driven surveillance, biometric scanners, or cybersecurity tools. • After completing bootcamp will be able to deals with security team. 	<ul style="list-style-type: none"> • Exposure to dangerous situations, such as confrontations, intrusions, or emergencies. • A growing number of individuals entering the field or competition with firms offering lower costs. • Security personnel may face mistrust or lack of cooperation from the public.

Objectives

Objectives	Activities	Coaches/ Resources	Measures of Success	Target Date
Enhance Professional Skills	Complete the Certified Protection Professional (CPP) certification.	Dedicate 3 hours per week to studying while balancing work.	Enroll in the course, complete all modules, and pass the exam.	Achieve certification within the next 6 months.
Greater depth of knowledge of leading in the business Management	Read up on additional resources provided during the Leadership and Management Program	The Learning Team	Course Assessment. Program Assessment report.	29 March 2025
Improve my personal fitness	Allocate specific evenings during the week for fitness training and allocate time over weekends. Develop personal fitness program to improve fitness	Advice from Gym Fitness Instructor	Improved fitness levels and drop in pants size (aiming for a drop in 2	30May 2025 and 30 September 2025

Goals

Short-Term Goals (next 12 months)

Complete the Leadership and Management Programmed in order to become eligible for engagement in business project activities.

Medium-Term Goals (next 2 – 3 years)

Be given responsibility for leading and managing a small team, in support of a challenging business project. Engage in supporting some functions of a cross-functional project team which gives me significant business exposure.

Long-Term Goals (beyond 3 years)

Gain promotion to middle management and gain support of work colleagues and senior managers. Be given responsibility for managing a large team of direct reports.

BYB Task 1

Building a Leadership Portfolio Question 1: Develop Your Leadership Philosophy 1.1 Leadership Competency Self-Assessment Strengths

- Ability to spot unusual activities or behaviors quickly.

- * Consistent monitoring of security systems and environments without lapses.

- * Effective at reporting incidents and coordinating with team members. Quick thinking to de-escalate conflicts.

- Collaborating effectively with another team member

- Example: Strategic thinking: I effectively set long-term goals and create detailed plans to achieve them. I use data analysis to forecast future trends and align resources accordingly. Areas for Improvement Delegation: While being hands-on can be a strength, it can also lead to micromanagement. Improving delegation skills by trusting team members with greater responsibilities can empower them and allow leaders to focus on strategic decision-making.

2. Emotional Intelligence: Strengthening emotional intelligence can help leaders better manage conflicts, understand team members' needs, and respond to situations with empathy. This can improve relationships, trust, and overall team morale.

3. Decision-Making Speed: Leaders may sometimes struggle with making timely decisions, particularly in high-pressure situations. Improving the ability to make quick yet informed decisions without overthinking or waiting for all the data can help maintain momentum and drive.

- Example: Communication: I need to work on my active listening skills and ensure that I am fully engaging with team members during discussions. Actions to Improve By making these actions I can ensure that I am activity working towards

my improvement. I will attend training sessions or workshops that focus on improving specific skills such as time management, leadership, or communication. For example, I can attend a course on effective communication to enhance my ability to engage with colleagues and students. I will actively seek feedback from peers, mentors, or supervisors on my performance and areas for improvement. This could involve requesting regular evaluations or feedback on specific tasks to gain a better understanding of my strengths and weaknesses, and to improve my professional skills. I will establish specific, measurable goals related to my areas of improvement. For instance, if my improvement area is in teaching or presentation skills, I will set goals to give at least one presentation per month or seek opportunities to

participate in discussions to practice these skills. Regularly reviewing these goals will allow me to track progress and adjust where needed.

- Example: Communication: I will attend training on active listening and seek feedback on my communication style to identify areas for improvement.

1.2 Personal SWOT Analysis.

Strengths

- Ability to spot unusual activities or behaviors quickly.
- Consistent monitoring of security systems and environments without lapses. Effective at reporting incidents and coordinating with team members. Quick thinking to de-escalate conflicts.
- Collaborating effectively with other team members.
- Taking initiative and leading during critical situations when needed
- Example: Effective communicator with team collaboration experience
- Weaknesses:
 - Tending to prioritize work over personal time, which can lead to burnout.
 - I am learning to manage my time better and ensure I maintain a healthy balance between work and personal life.”
 - Feeling hesitant in directly confronting individuals in tense situations
 - Example: Limited experience with advanced project management tools
- Opportunities
 - Work towards becoming a supervisor. Volunteer to lead safety drills, training sessions, or emergency response planning.
 - Gain expertise in operating advanced systems like AI-driven surveillance, biometric scanners, or cybersecurity tools.
 - After completing bootcamp camp will be able to deals with security system.
 - Example: Availability of online courses for advanced project management certification
- Threats:
 - Exposure to dangerous situations, such as confrontations, intrusions, or emergencies.

A growing number of individuals entering the field or competition with firms offering lower costs.

- Security personnel may face mistrust or lack of cooperation from the public.
 - Example: Increased competition for leadership roles in the tech industry
- ## 1.3 Personal Philosophy
- Values and Ethics:
1. Integrity: Always acting with honesty and moral principles, even when no one is watching. Upholding transparency, trust, and truth in all interactions and decisions.
 2. Respect: Valuing others’ perspectives, backgrounds, and individuality. Practicing empathy and fairness, fostering an inclusive environment where every voice is heard.
 3. Accountability: Taking responsibility for one’s actions, decisions, and outcomes. Holding oneself to high standards and being answerable for both successes and mistakes.
 4. Excellence: Striving to do one’s best in every task and continually seeking improvement. Setting high standards for work and personal growth while encouraging others to reach their potential.
 5. Collaboration: Prioritizing teamwork and collective success over individual achievements. Encouraging open communication, cooperation, and shared goals to achieve the best possible outcomes.

Leadership Philosophy Statement As a leader, my philosophy is rooted in leading with integrity, empathy, and a commitment to continuous growth. I believe that effective leadership is built on trust, respect, and clear communication. My role is to empower others by fostering a collaborative environment where every team member feels valued and heard. I strive to lead by example, demonstrating accountability in my actions and encouraging others to take ownership of their work. I am committed to nurturing innovation by creating a safe space for calculated risk-taking and experimentation. Ultimately, my leadership is focused on cultivating a culture of excellence, supporting personal and professional development, and achieving collective success while upholding ethical standards.

Question 2: Setting Your Career Goals and Objectives Short-Term Goals

- Complete the Leadership and Management Programme in order to become eligible for engagement in business project activities and will apply for an entry level leadership Role end of this bootcamp.

- Example: Complete the leadership bootcamp within the next 3 months.
- Example: Apply for an entry-level leadership role by the end of this year. Long-Term Goals
- Gain promotion to middle management within the next 2 year and gain support of work colleagues and senior managers. Be given responsibility for managing a large team of direct reports. Plan to get promotion as a senior manager next 5 years.
- Example: Advance to a mid-level management position within the next 2 years.
Example: Earn a promotion to senior manager within 5 years.