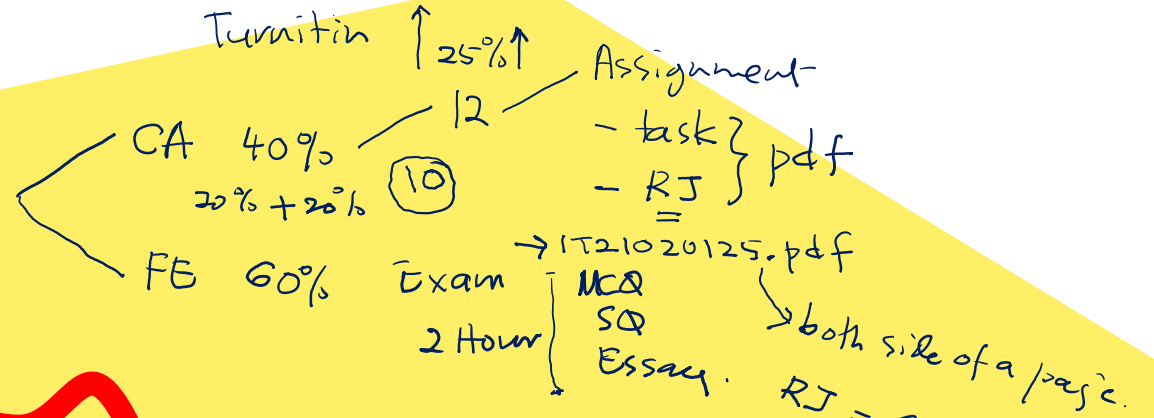




enrolment key it2090

2 credits
GPA

No mid-term exam



Turnitin similarity score 25% \uparrow 0

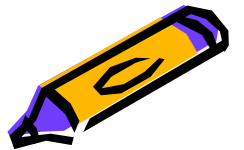
25% \downarrow $2 \times 10 \rightarrow 20\%$

Personal Development Planning

Prof. Koliya Pulasinghe

3715

Paper 1500 words.
Learning Experience
all 12 lectures.
4 pages. 20%



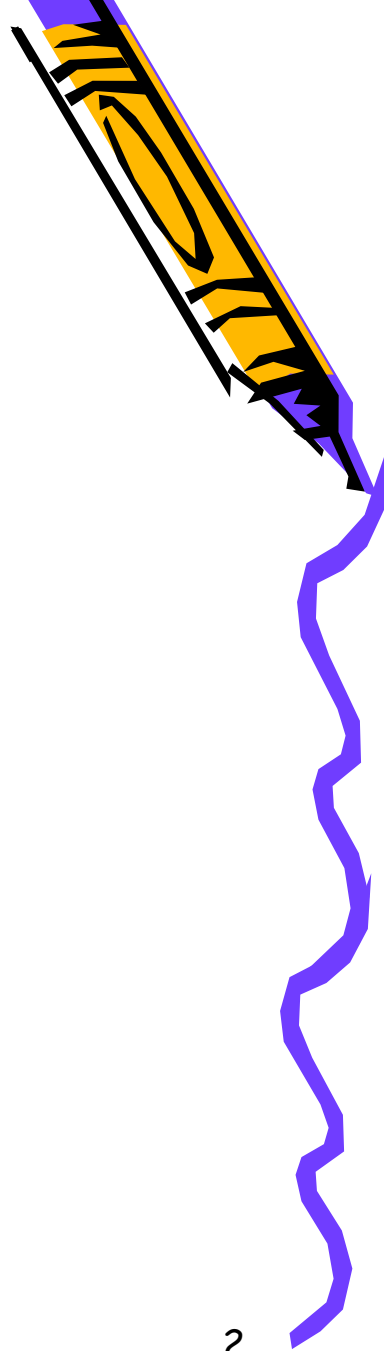
Professional

PDP

Agenda

- Personal Development Planning
- Reflective Practice
- SWOT Analysis
- Planning

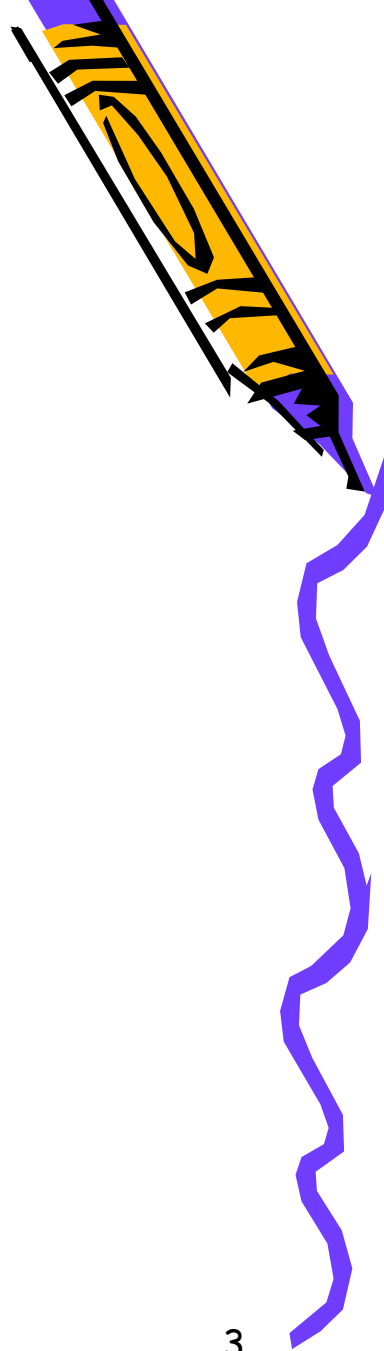
Reflect \rightarrow Plan.



Personal Development Planning

Why we need PDP?

- Industry is rapidly changing, if we don't change/develop we will become obsolete
- Taking personal responsibility over self development - It is our responsibility to develop ourselves



Personal Development Planning

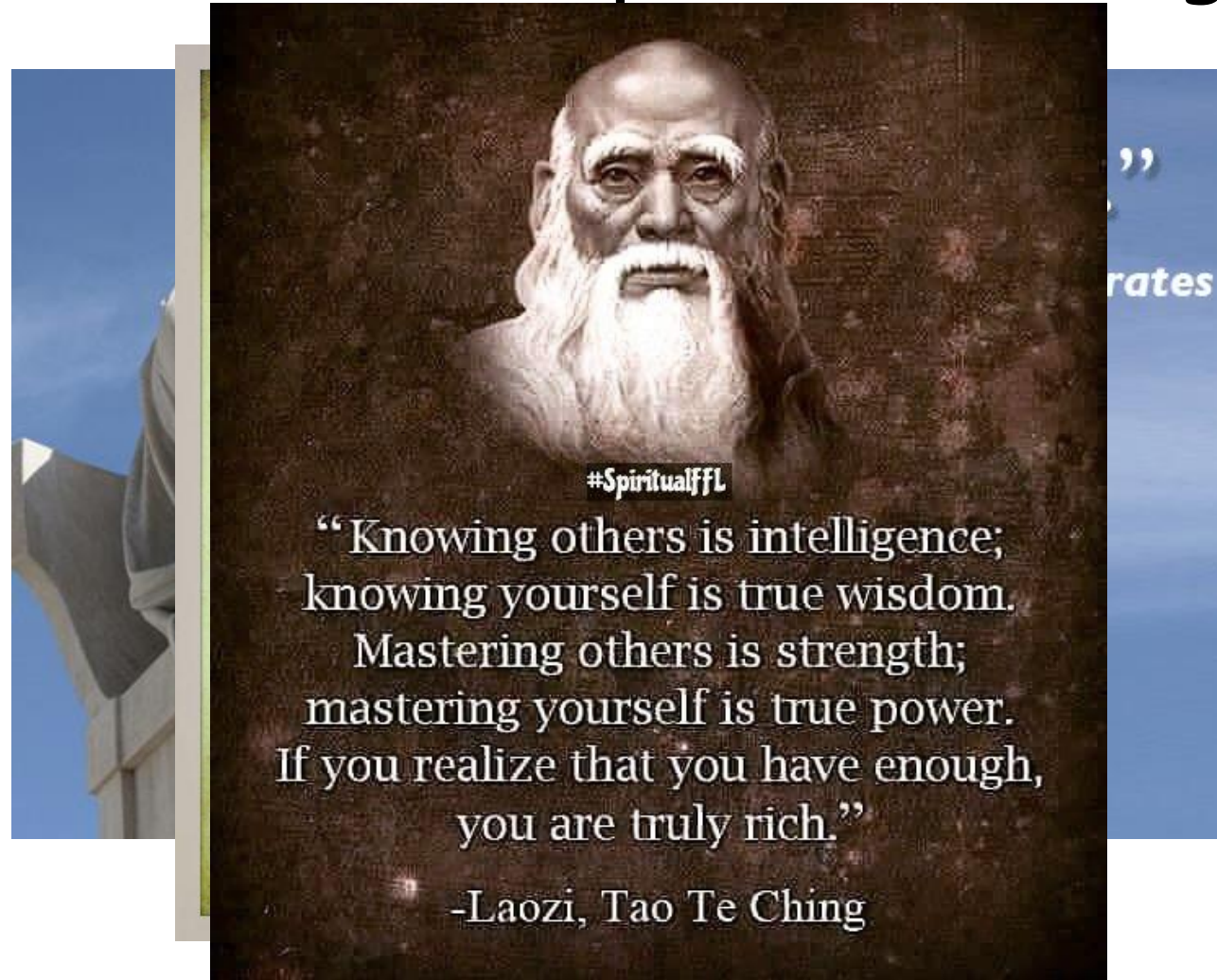
- PDP is a record of achievements, learning experiences and plans
- It is prepared in order to recognise your achievements, understand how you gained your existing skills, plan to enhance them further and develop new ones

top jobs

knowing who you are

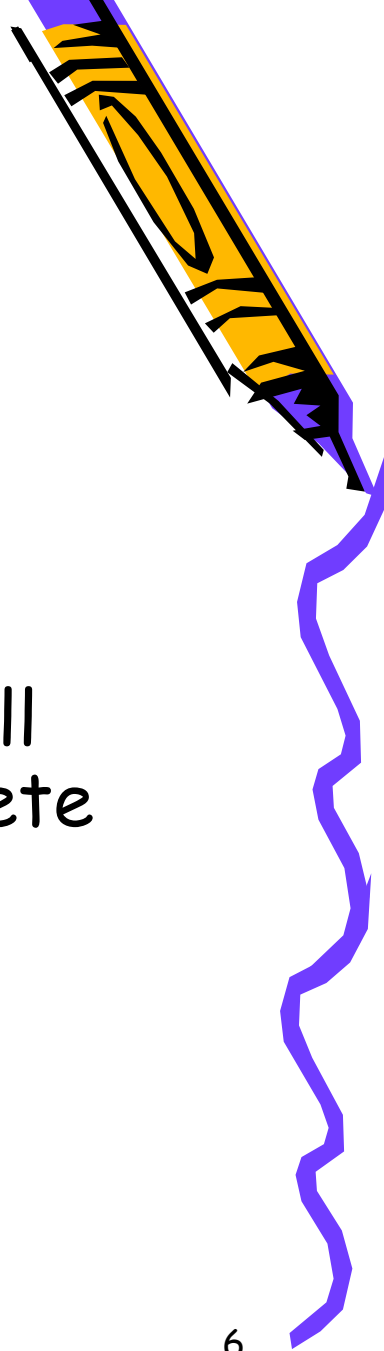


Personal Development Planning



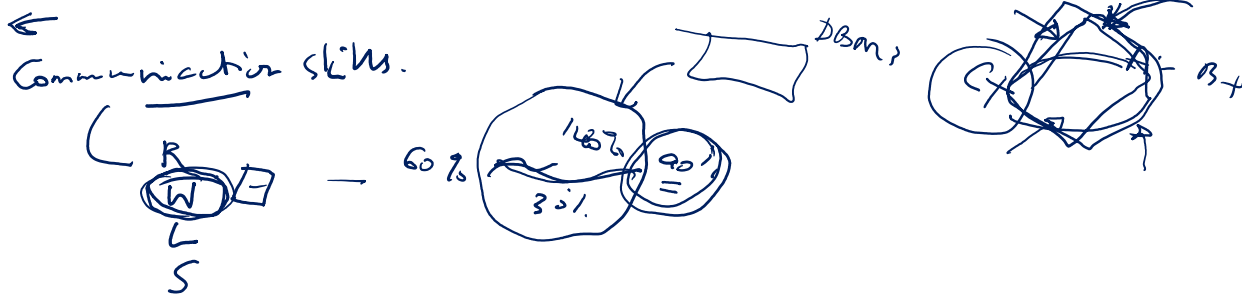
Personal Development Planning

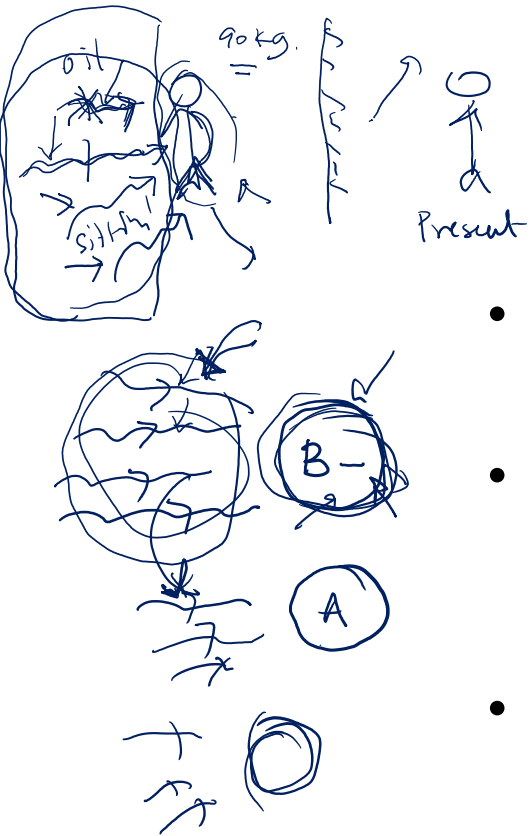
- PDP is driven by:
 - **Reflecting**: how past skills are gained, reasons on successes and failures
 - **Planning**: how you are going to develop a certain skill that you want or need to face the future/to complete your degree, follow a specific career or achieve a personal goal



Personal Development Planning

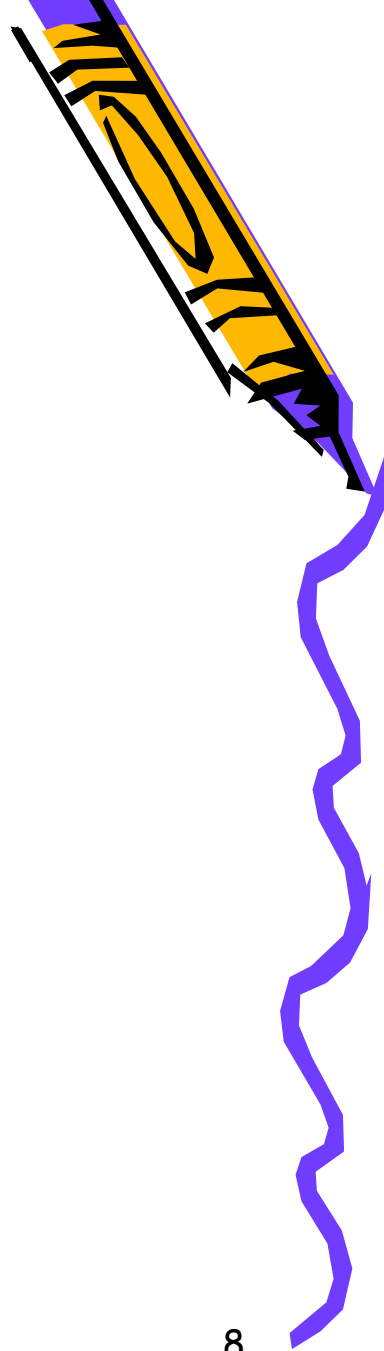
- It involves you building up **a record** of **achievements**, **personal reflections** and **plans for self-improvement**
- The more you practise PDP, you are aware of your skills, the more developed they will become
- the better **your sense of personal achievement** your focus on your goals/gaps





Reflective Practice

- In order to learn effectively it is not enough to simply have an experience
- In order to maximise the learning potential of the situation before it is lost, we need to **reflect on** the experience
- Reflecting is an important stage of the PDP process
- You need to **reflect in** order to improve and develop your skills and knowledge; the idea is that you learn from your successes and mistakes



Gibb's Reflecti

Helpful questions:

- What happened?
- When and where did it happen?
- Who was present?
- What did you and the other people do?
- What was the outcome of the situation?
- Why were you there?

Description
what
happened?

Helpful questions:

- What were you feeling during the situation?
- What were you feeling before and after the situation?
- What do you think other people were feeling?
- What do you think other people feel about the situation now?
- What were you thinking during the situation?
- If I had to do the same thing again, what would I do differently?
- How will I develop the required skills I need?
- How can I make sure that I can act differently next time?

Helpful questions:

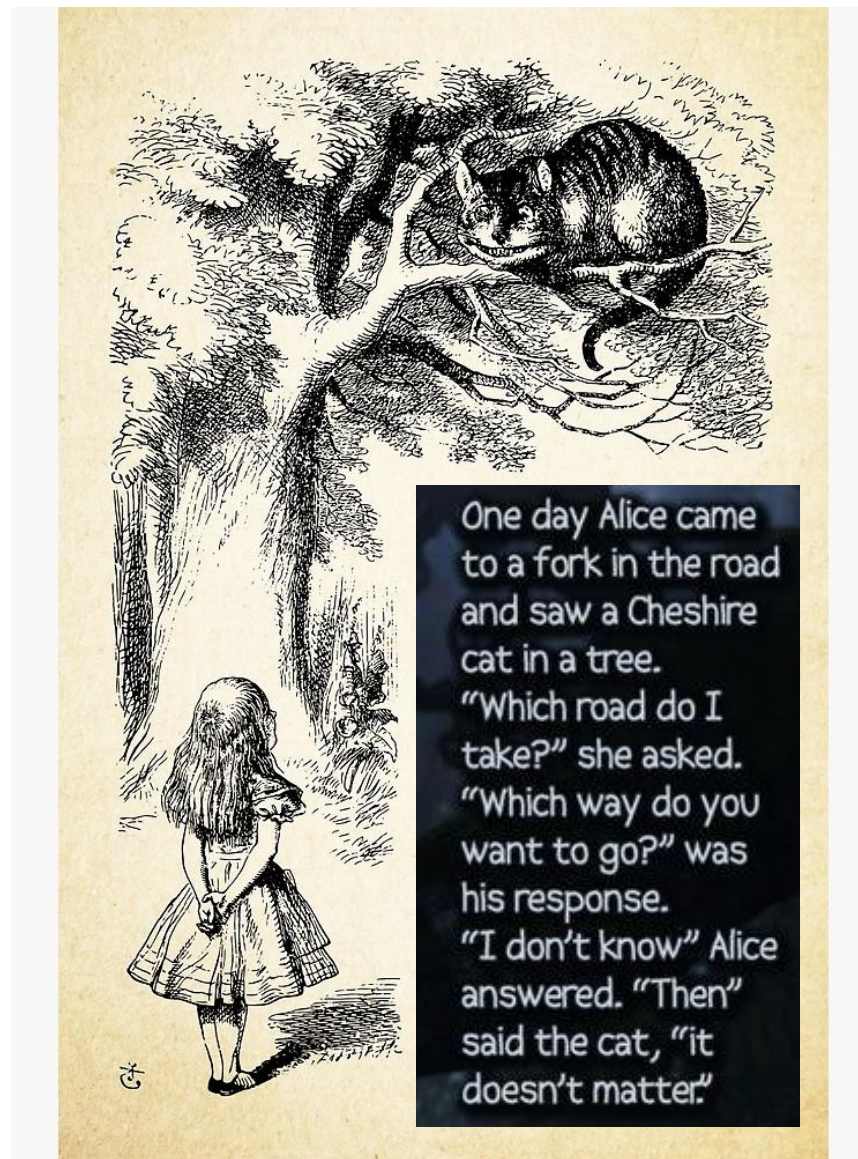
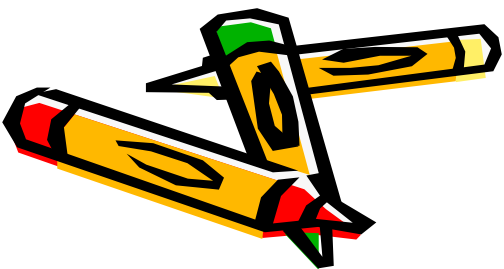
- Why did things go well?
- Why didn't it go well?
- What sense can I make of the situation?
- What knowledge – my own or others (for example) – can I use to help me?
- What did I learn from this situation?
- How could this have been a more positive situation for everyone involved?
- What skills do I need to develop for me to handle a situation like this better?
- What else could I have done?

Helpful questions:

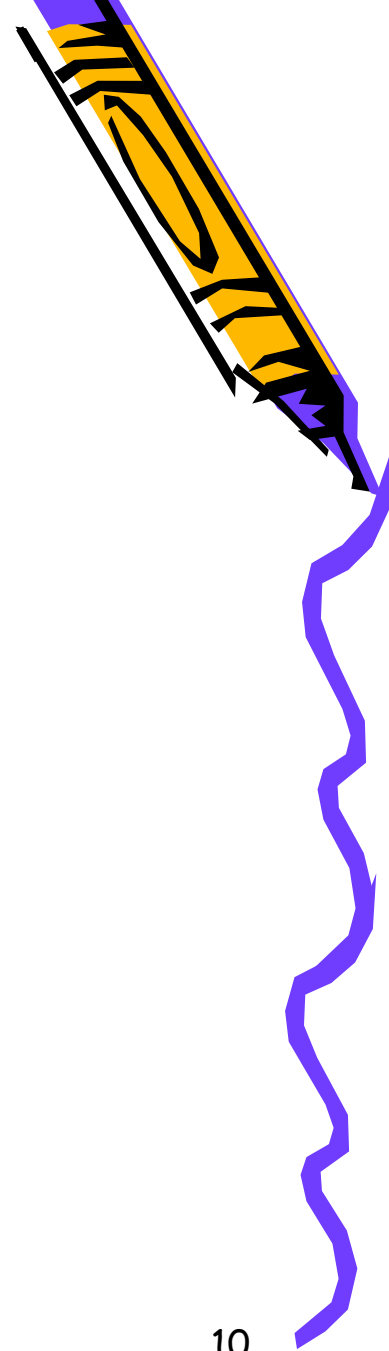
- What was good and bad about the experience?
- What went well?
- What didn't go so well?
- What did you and other people contribute to the situation (positively or negatively)?

ors-toolkit/reflecting-on-
experience/gibbs-reflective-cycle

1 Credit Module
50 hours.
→ 100
→ 24 → 2-3 hours.
→ (21)
→ (4-6)

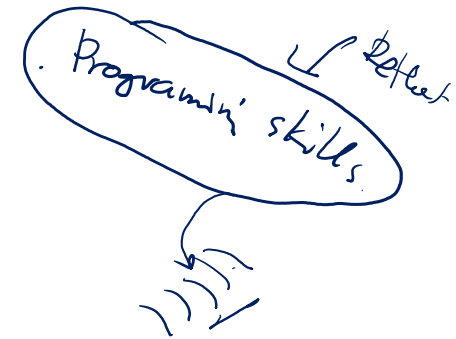


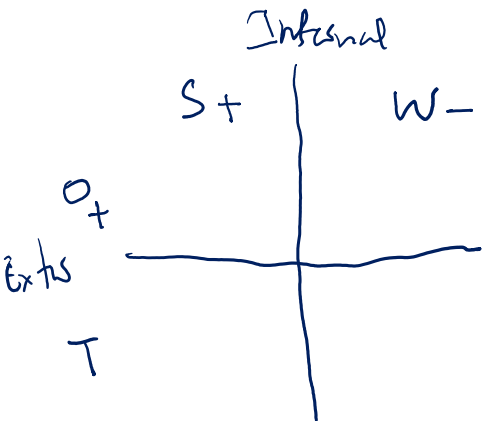
One day Alice came to a fork in the road and saw a Cheshire cat in a tree. "Which road do I take?" she asked. "Which way do you want to go?" was his response. "I don't know" Alice answered. "Then" said the cat, "it doesn't matter."



Personal Development Plan

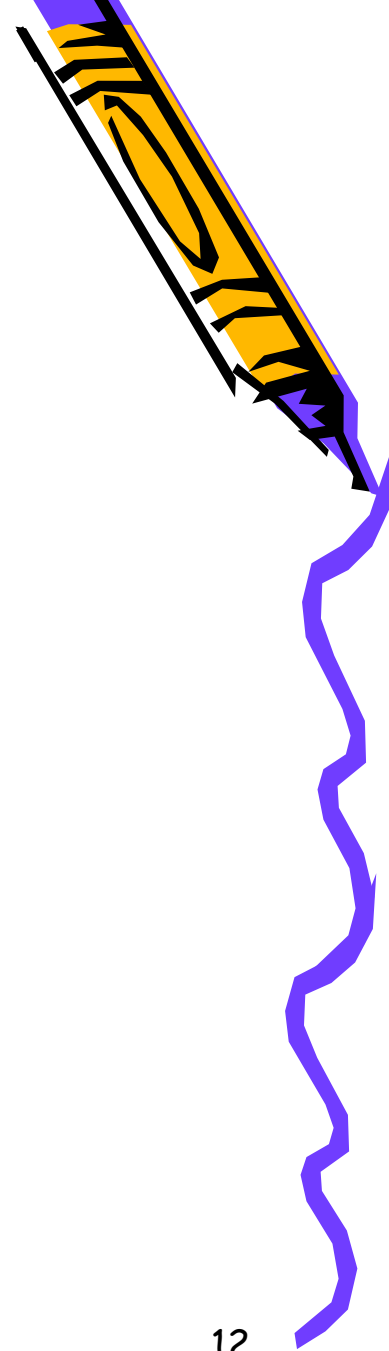
- In professional world this is called as professional development plan
- Starts with a goal or a gap analysis
 - Ex: Goal Setting:
 - Want to get A+ for SE
 - Improve Body Mass Index from 28 to 25 (Gap 3 units)
- Prepare a strategic plan to achieve your target
 - Use SWOT Analysis
 - SW Internal Factors, OT External Factors
 - SO Favourable (Helps you to achieve your goals)
 - WT Unfavourable (Blocks your progress)





SWOT Analysis

- A SWOT Analysis is a tool for identifying your **Strengths** and **Weaknesses**, and for examining the **Opportunities** and **Threats** to your goals
- SWOT Analysis helps you to focus your activities into areas where you are strong and where the greatest opportunities lie

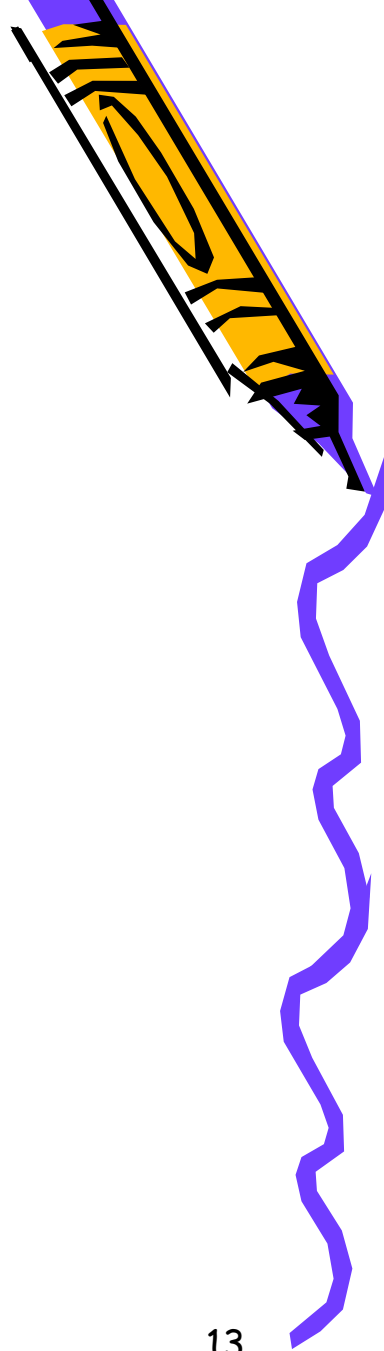
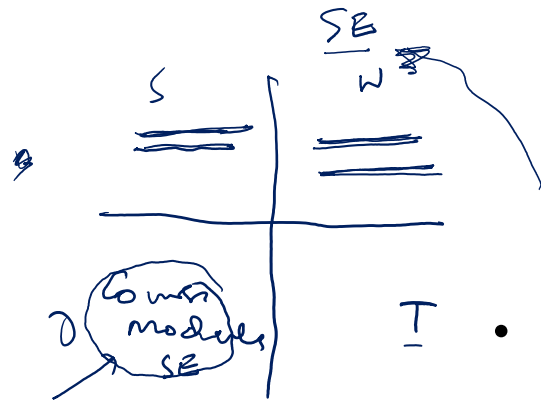


SWOT Analysis

- What **skills** or **experience** do you already possess? Give examples to evidence these if you can.
- What do you do well?
- What do **other people see** as being your strengths? Consider this from your own point of view and from the point of view of the people who know you. Don't be modest - be realistic.

If you are having any difficulty with this, try writing down a list of your characteristics. Some of these will probably be strengths.

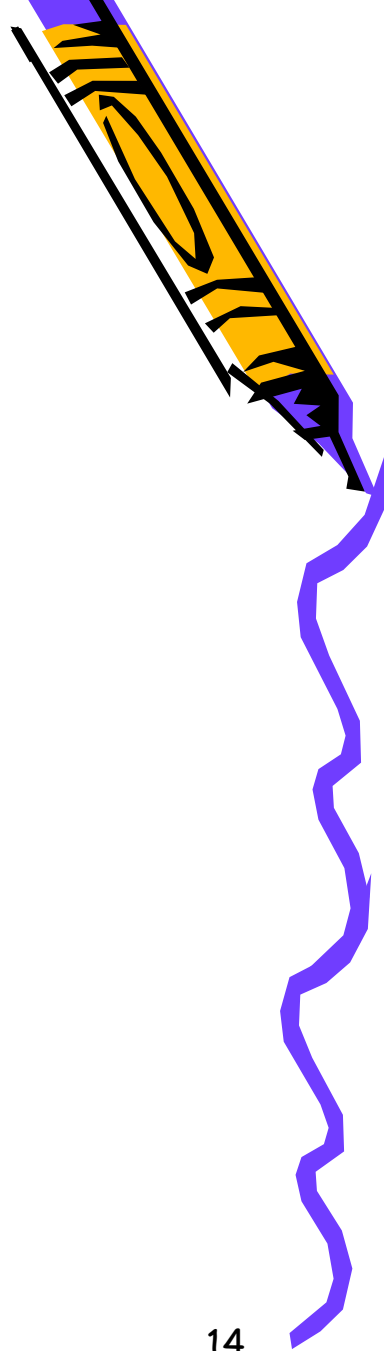
Strengths



SWOT Analysis

Weaknesses

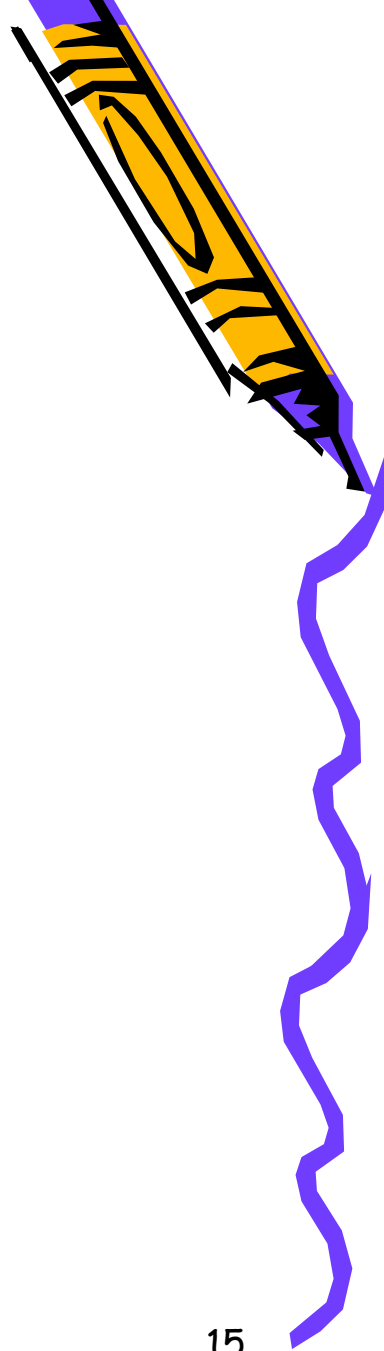
- What could you improve on?
- What do you do badly?
- What should you avoid?
- Do other people consider you to have weaknesses that you do not agree with? Why do they think that? Do you see weaknesses in yourself that others do not see as being a problem?



SWOT Analysis

Opportunities

- What **resources** are available to you?
- Consider the **networking opportunities** that will be available to you. How will you make best use of these?
- What are the **interesting trends** you are aware of in the graduate employment market?
- How can you develop yourself according to these?
- Are there any **other learning opportunities**, in addition to those offered by your degree programme, that you are interested in exploring?



SWOT Analysis

Threats

- What **obstacles** do you face?
- Could any of your **weaknesses** seriously threaten your opportunities? What are they?
- Do you have past experience of **trying and failing** to achieve your goals?



Plan (Strategies)

- SMART
 - Specific
 - Measurable
 - Achievable
 - Relevant
 - Time Bound

Handwritten notes:

Engage in writing SKI
during semester & take IELTS exam
→ do ex & action 3 per week. 85
25k by the way

One skill will be taken.

Goal (gap) →
SWOT
Actions

Plan
win

PDP

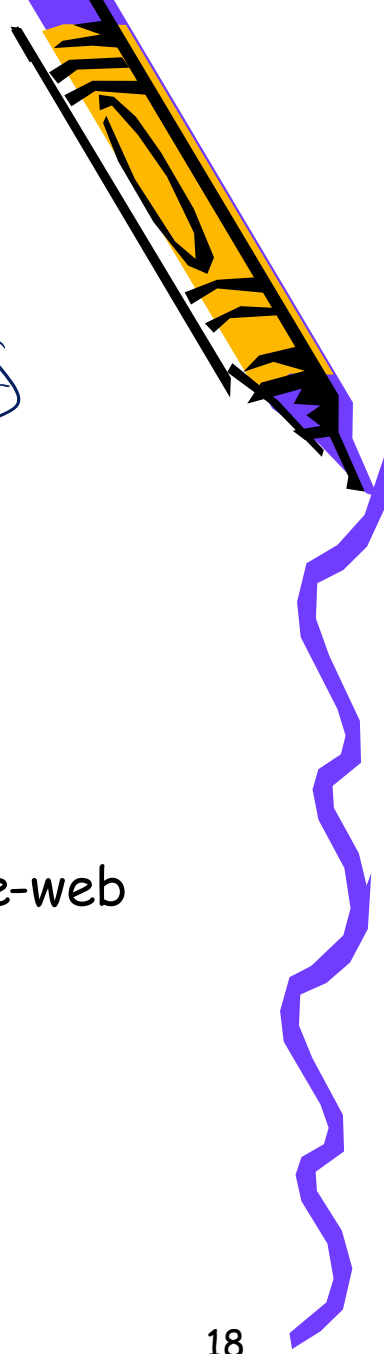
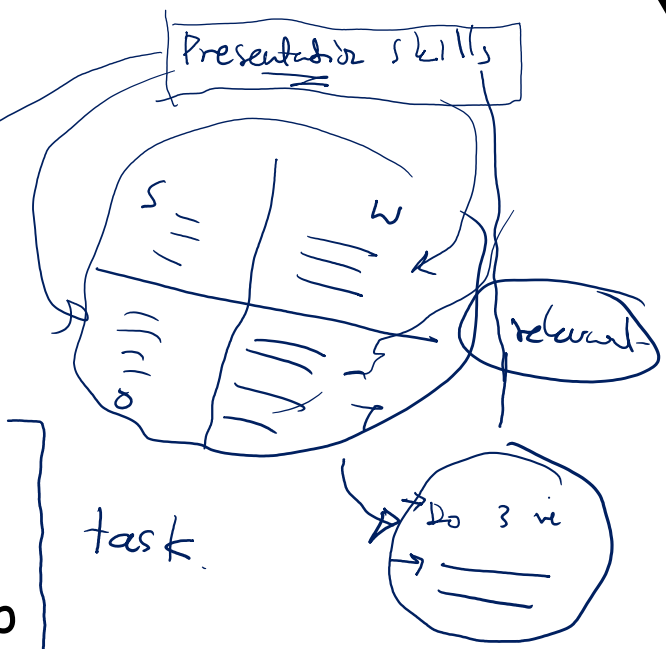
Exercise 1

- Set a goal or understand a gap in your skills
- Do a SWOT by keeping that goal/gap in mind
- Write down strategies to achieve the goal/gap

- Re
- Exercise 2
 - Write a reflective journal

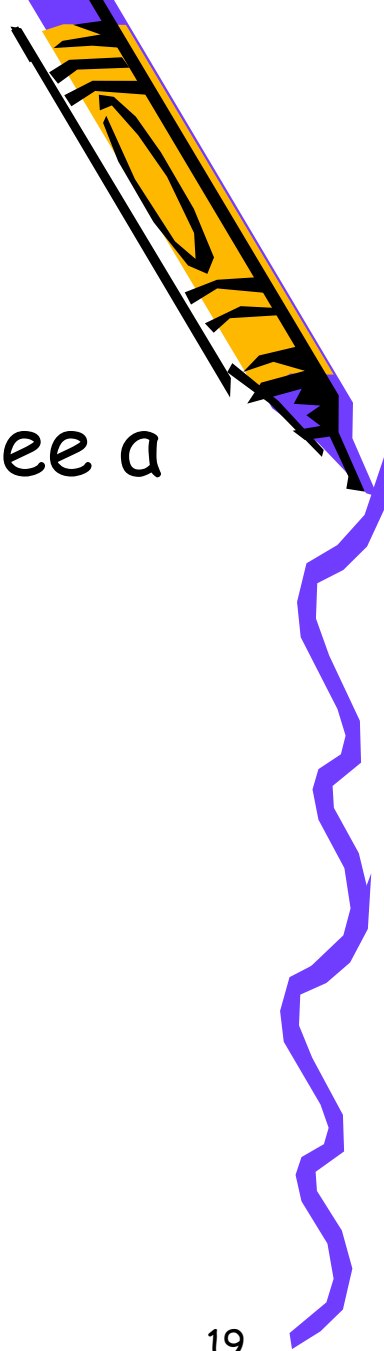
RJ

Prepare a pdf with your student ID as the file name. Upload the pdf to course-web before midnight 20th July, 2021.



Final Words

- Form a habit of doing this regularly when you see a gap in your skills
 - Or
- When you set a target for life



Thank You

