

Professional Skills  
Semester 1

# Personal Development Plan Draft



# Personal Development Plan (PDP)

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Regarding: Personal development plan #2  
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Course: Professional Skills  
Phase: Year 2  
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## 1. What competences will I develop during this period?

### Professional workmanship

Profession-specific competencies	What requires special attention?
a. Managing	During this period, I will further develop my management skills.
b. Analysing	During this period, I will practice analysing professional products.
c. Advising	During this period, I will try to keep giving good advice to my team members.
d. Designing	During this period, I will further develop my designing skills.
e. Executing	During this period, I will make sure to execute the task needed in the timeframe given and make sure it's up to the quality standards.

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## Professionalisation

<b>Study career competences</b>	<b>What requires special attention?</b>
a. Ability to pursue one's own competence development independently	I will make sure to pursue my professional goals and learn how to study independently more efficient.
b. Ability to take responsibility for one's own study progress	I already take responsibility for my own study progress and make the necessary adjustments if needed.
c. Ability to make the right study and career choices	I know that I made the right choice to come study at this university and I will follow this path.
d. Ability to build up a supportive social network	I constantly work on improving my social skills and making new friends and expand my social network.

## Professionalisation

<b>Study competencies</b>	<b>What requires special attention?</b>
a. To learn how to learn	I am still learning to apply the learning techniques given in the Professional Skills lessons and I'm always trying to make my learning process more efficient.
b. Planning	I will further put in practice my planning skills and learn from them.
c. Time management	I will further optimize my time and make sure everything I do is as efficient as possible.
d. Project-based working	I will work in a project with other people this period and this will help me further develop my project-based working skills.

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## Social and communicative competencies

<b>Social and communicative competences</b>	<b>What requires special attention?</b>
a. Ability to correct in an appropriate way	I think I have the capability to correct in an appropriate way and make sure the people around me don't get offended.
b. Interview techniques	I will do more research on interview techniques this period and learn how to properly behave in an interview scenario.
c. Personal feedback	During this period, I will give and receive feedback from my team.
d. Presentation skills	During this period, I will learn and practice my presentation skills both in front of my team members and the lecturers.
e. Reporting in writing	During this period, I will practice how to properly write a report.
f. Techniques in meeting	During this period, I will further learn and practice how to write an Agenda for a meeting that I will conduct. I will also practice writing minutes of meeting and taking notes.
g. Writing a formal or business letter	I will further improve my skills in writing formal and business letters.

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### 2. What are my personal development goals?

Action plan: which activities will I undertake to realise my developmental goals?

<b>Development goal (SMART)</b>	<b>Activity (SMART)</b>	<b>Measurable result (SMART)</b>	<b>Time completed</b>
1. Improve Dutch language comprehension by regularly watching Dutch news. This will support my integration into Dutch society and improve my language fluency.	I will watch the NOS Journaal on YouTube two times every week, and each time I will write a short 5-sentence summary in Dutch about the main news topics to track comprehension and vocabulary learning.	A Word document with at least 70 summaries. I will also share a screenshot of the NOS episode I watched for documentation. It is acceptable to accomplish only 80% of this goal.	11-01-2026
2. Improve my cooking skills and broaden my culinary knowledge. This will help me save money, reduce dependence on takeout food and improve my cooking skills, eat healthier, and develop independence in daily life.	Each week I will research and cook one new recipe, take pictures of the ingredients, cooking process, and final product, and keep a weekly log with the name of the dish.	A Word or PDF file with at least 10 different dishes and their recipes, including photos and notes on the preparation.	11-01-2026
3. Develop professional responsibility and time management through part-time employment. This will improve my future employability and life skills. And also gain money to support myself / financial independence(right now i	I will begin working from September 12, 2025(date of my contract start), and will ensure that I complete a minimum of 8 working hours per week, tracked through Strobbo(the mobile app that my workplace uses for tracking working hours).	A printscrean of my Strobbo Time entry overview where it shows how many hours I worked in total. I plan to work at least 136 hours until the deadline. It is acceptable to do 80% of this goal. I won't work for Christmas since I'm going back home in holiday for 2 weeks.	11-01-2026

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still get money from my parents).			

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<b>Goal number 1</b>			
<b>Old behaviour</b>		<b>New behaviour</b>	
<b>+</b>	<b>-</b>	<b>+</b>	<b>-</b>
More time to do other things I guess?	Barely or never watched Dutch news or any programs in Dutch.	I will be up to date with the news and most important events that happen in the Netherlands.	It will take some time to do this.
Fully focused on studying.	Embarrassment when someone asked me something in Dutch and I didn't understand what they mean, and I had to ask them to say it in English.	I will learn how to understand Dutch better.	

What/who can help me achieve my goal?

My internet connection that will provide me the means to watch the news on YouTube.

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<b>Goal number 2</b>			
<b>Old behaviour</b>		<b>New behaviour</b>	
<b>+</b>	<b>-</b>	<b>+</b>	<b>-</b>
Saving time.	Cooking the same recipe again and getting tired of eating the same thing and just ending up to order takeout or eating frozen pizza.	Eating healthier and tastier.	Takes some time.
		Saves me a lot of money.	A little bit of stress from managing cooking and searching what to cook new.
		Teaches me how to be independent and responsible for my own health.	

What/who can help me achieve my goal?

The internet and my parents that can tell me more about how to cook traditional Romanian and Hungarian dishes.

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<b>Goal number 3</b>			
<b>Old behaviour</b>		<b>New behaviour</b>	
<b>+</b>	<b>-</b>	<b>+</b>	<b>-</b>
More time for university and to learn.	Had to fully rely on my parents for all payments.	Financial independence.	Initial stress at work until I learn what to do.
	Didn't have too much money for myself.	Less stress on my parents.	I will have less time to study and sleep.
		Have more money for myself.	

What/who can help me achieve my goal?

The trainer from my workplace who will teach me what to do and how to work.

For approval study coach: .....

For approval student: .....