

1. In which stage of the Gibbs's reflective cycle discuss how things went, good and bad about the situation.

- a. Description
- b. Feelings
- c. Evaluation
- d. Conclusion
- e. Planning

ANSWER C

2. Which of the following best describes personal development planning (PDP)?

- ✓ a. Reflecting on past success and failures
- b. Planning future career goals
- c. Developing a specific skill
- d. Achieving personal goals

ANSWER A

3. Benefits of personality testing to help your personal development \_\_\_\_\_

- ✓ a. To understand the unique qualities of an individual and how these qualities affect your understanding of themselves and others
- b. To understand how you perceive others
- c. To understand the influence of genetics in personality
- d. To understand the trait permanent and trait adjustable part of personality
- e. To understand how personality impacts on motivation

ANSWER A

4. what is a personal development plan called in the professional world?

a. Goal setting

b. SWOT Analysis

✓ c. Professional Growth Plan

d. Strategic plan

ANSWER C

5. Professional development and career planning includes

✓ a. develop the skills necessary to pursue these career possibilities: take courses and gain experience

b. be deliberate about your choices in order to avoid getting sidetracked by projects that may not be in line with your goals

c. make a list of goals that you would like to accomplish in the upcoming year

d. create timelines for review to ensure that you are on track with your goals

e. all the other choices

ANSWER A

• 6. what is the correct about SWOT analysis?

a. opportunities and weaknesses are internal factors

b. strengths and weaknesses are internal factors

✓ c. opportunities and threats are external factors

d. opportunities and strengths are internal unfavourable factors

e. threats and weaknesses are favourable factors

ANSWER C

7. The most generous setting for self-disclosure is

✓ a.a discussion with a freind

- b.large group
- c.public speaking situation
- d.small group
- e.private group

ANSWER A

8.this is not a step of gibb's reflective cycle

- a.description
- b.analysis
- ✓ c.synthesize
- d.evaluation
- e.action plan

ANSWER C

9.external links may provide incentives to \_\_\_\_

- a.attend buisness exhibition
- b.introduce new working practices
- ✓ d.introduce improvements to products
- e.raise finance
- f.have frequent meetings with team

ANSWER C

10. As per the Johari window, when you move information from the hidden (Facade) self into the open self (arena), you're \_\_\_\_\_

- ✓ a. self-disclosure
- b. affirming
  - c. depressed
  - d. empowering
  - e. over enthusiastic

ANSWER A

11. positive psychology states \_\_\_\_?

- ✓ a. optimism, resilience, hope and confidence
- b. happiness, emotional intelligence, values & beliefs
  - c. optimism, hope, ability & confidence
  - e. pessimistic, agency capacity and partway thinking
  - d. hope and happiness

ANSWER A