

# Personal Development



01

Identify personal strength and weakness.

02

Develop good thinking skills along with task management.

03

Reflect on learning experiences and own skills.

# Introduction to Personal Development



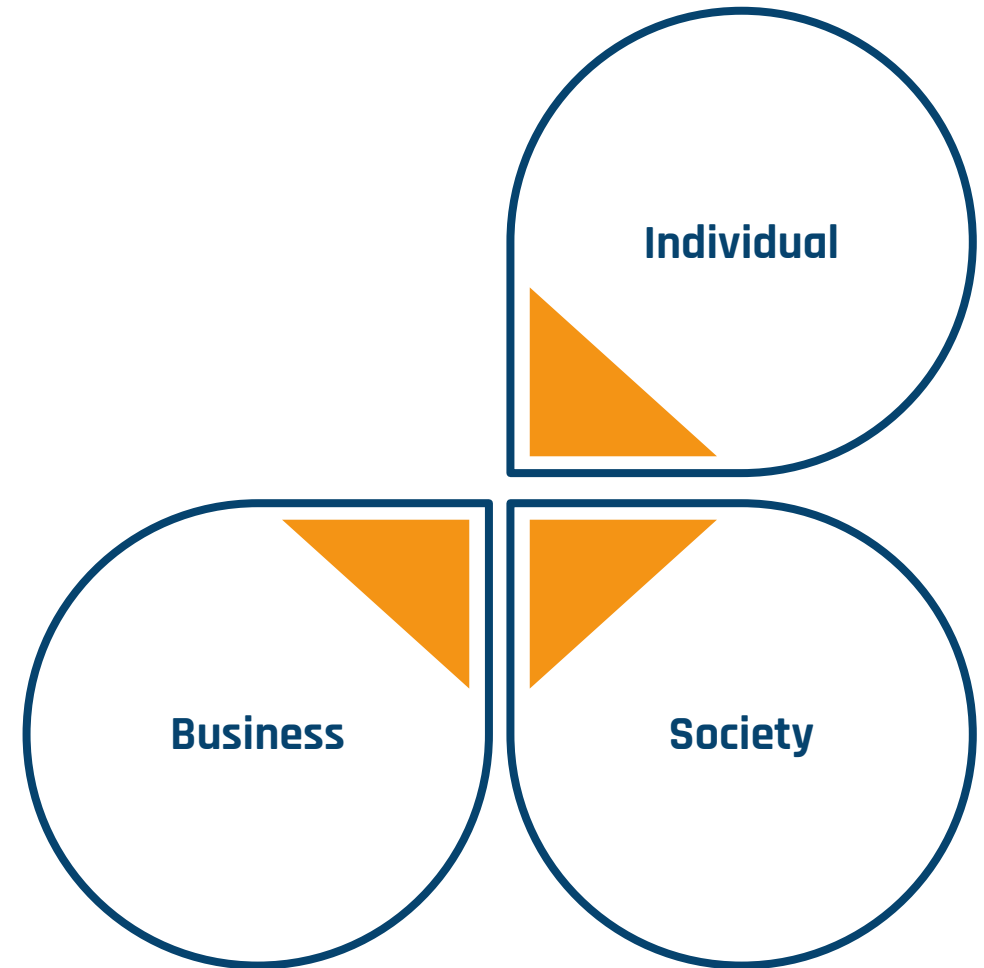
Continuous improvement of your knowledge, skills and experience to achieve success and happiness in your education, career and personal life.



A continuous lifelong process



Personal Development Plan is a simple and effective way of keeping track of your personal development.





A personal development plan, which is also known as a PDP, is an action plan that you can use to identify following aspects.

## Target

Your individual goals and what you want to achieve

## Self Analysis

Your strengths and weaknesses

## Goal Setting

The areas you need to improve and develop to meet your goals

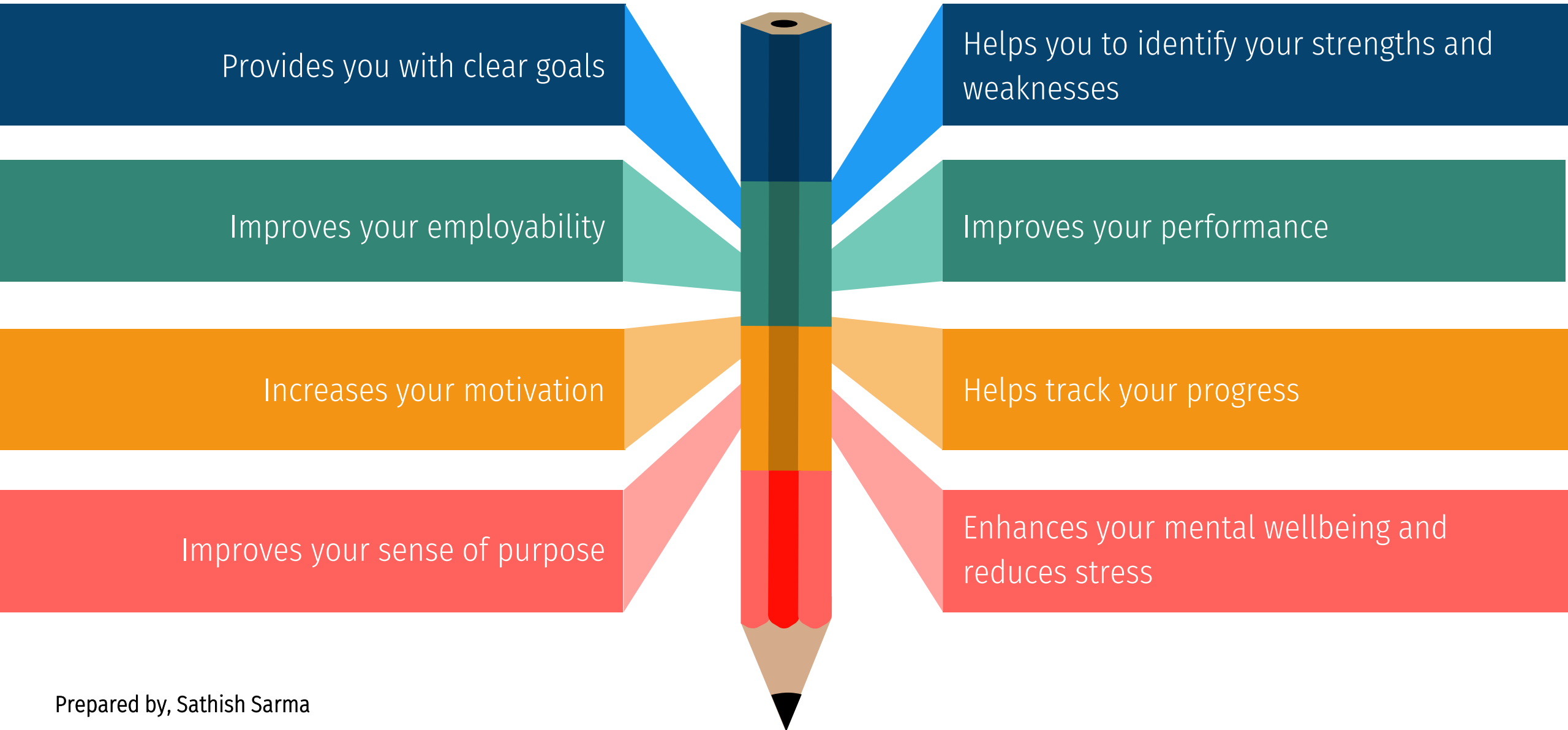
## Action Plan

What you need to do to achieve your goals

## Obstacles

Anything that could hinder your progress

# Benefits of a Personal Development Plan



# The Elements of a Personal SWOT Analysis

## Threat

External things and events that are worrying you, or that might happen and prevent you from either achieving your goals, or taking advantage of the benefits

*Minimise threats to your success.*

## Opportunity

Opportunities are generally external, relating to the environment and those around you, rather than you yourself.

*Exploit the opportunities available to you*



## Strength

Internal positive attributes or capabilities a person has control over and can make full use of.

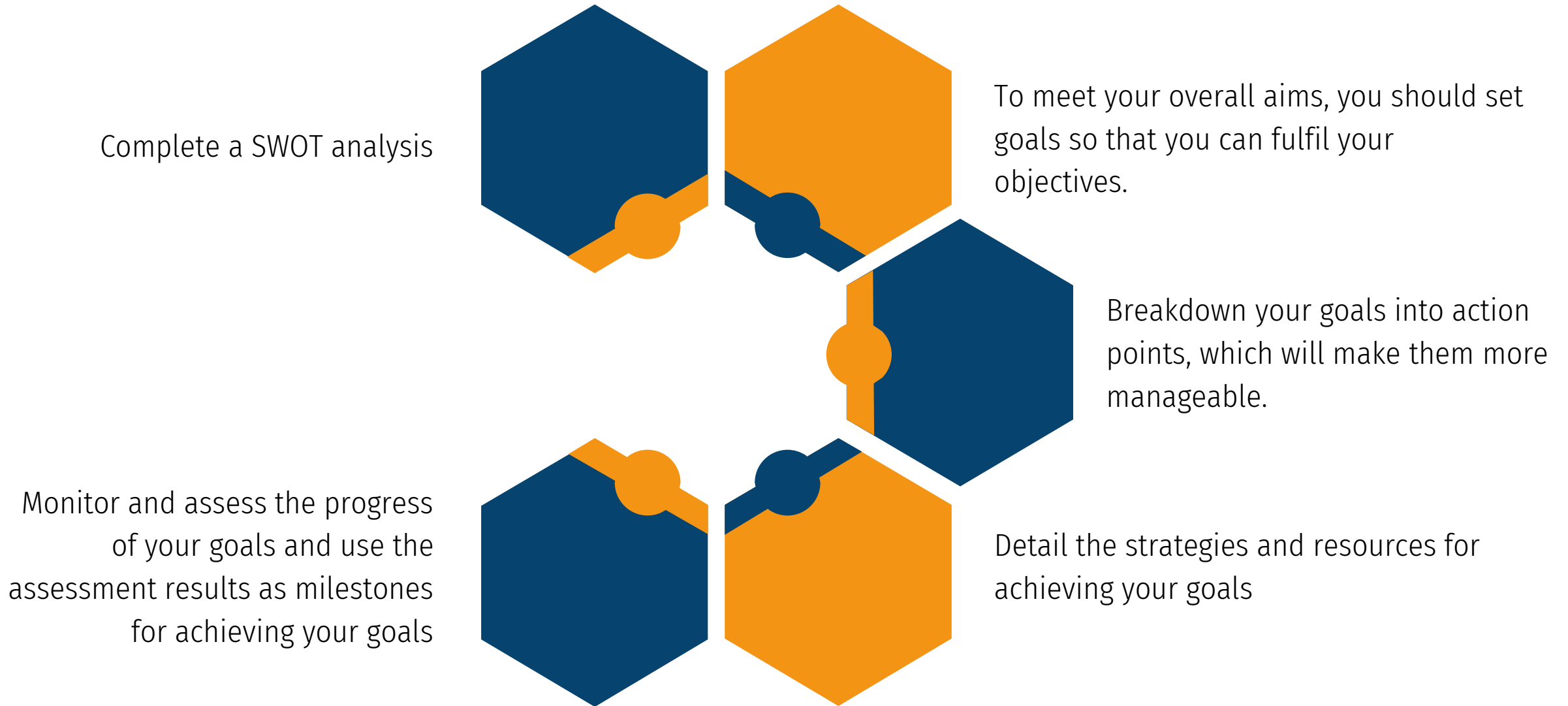
*Promote your strengths*

## Weakness

Weaknesses are negative aspects and attributes which have little control over.

*Reduce your weaknesses*

# General Steps to Create Personal Development Plan



# Goals Must be SMART

## Specific

Your goals should be specific and precise rather than generic.  
You should state exactly what you want to achieve or change.

## Measurable

Having a quantifiable goal will make it easier to track and achieve.

## Achievable

Your goals must be realistic and attainable. Ask yourself whether you can achieve them in a certain timeframe.

## Relevant

Your goals should relate to your overall aims and longer-term ambitions.

## Time-bound

Set realistic timescales to achieve your outcomes. Ask yourself when you want to achieve your goals by. Split your goals into short term, medium term and long term.



# Fail to Plan, Plan to Fail



- Creating PDP alone is not sufficient.
- You need to follow your plan and track whether you are achieving your outcomes or not.
- Any failure to achieve your plan should be reflected upon and identify what causes you to fail, rectify and update your plan.



**ANY QUESTIONS?**

