



أبوظبي
ABU DHABI

PROFESSIONAL DEVELOPMENT IN ICT

ADC_02: LEARNING TO LEARN



42

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OUTLINE

- Self-Review
- Transferable Skills
- Professional Skills
- Targeted Action Plan
- Personal Development Action Plan
- Professional Development Action Plan

SELF-REVIEW

Self-Review is:

- the method of self-evaluation.
- the ability to evaluate oneself in order to determine how much progress one has made.
- the process of observing and analyzing an individual's efforts.

Purpose of a self-review:

- one of the key motivators for self-development.
- allows you to objectively evaluate your strengths as well as areas for improvement.
- enhances commitment to goal setting and achievement, competency development, and career planning. The goal is to highlight accomplishments and recollect significant milestones in your professional development.
- frequently used prior to performance reviews to encourage employees to take charge of their professional development.

Benefits of a Self-review:

- In addition to providing an opportunity to highlight your accomplishments, self-reviews are also a powerful tool for employees for the following reasons:
- Promotes personal growth and development
- Increases clarity on roles and responsibilities
- Increases employee satisfaction
- Provides greater insight into team's work
- Boosts team's communication skills
- Builds trust between team members and manager

Tips for writing a Self-Review:

- Be honest and critical of your work

Find a good balance between highlighting your accomplishments and recognizing areas for improvement.

- Be specific and precise

So that your manager knows / appreciates precisely what you have accomplished.

- Stay positive

Maintain a positive attitude even if you didn't meet a goal. Consider it as a learning experience and an opportunity for growth rather than a failure.

- List examples and measureable accomplishments

Numbers are effective because they establish a clear link between performance and outcomes.

- Use SMART goals

To demonstrate precisely what you intend to accomplish by the next review period.

S – Specific

M – Measureable

A – Attainable

R – Relevant

T – Time Bound

- Track your accomplishments

Keep track of your accomplishments and the impact they've had throughout the year to avoid 'recency bias'; which is the tendency to focus on the most recent or timely events or to entirely forget about certain accomplishments.

Hard Skills VS Soft Skills

What are the differences? Which is more important?

The main differences between hard skills and soft skills are 1) how you obtain them and 2) how you apply them in the workplace. Hard skills are usually obtained through hands-on experience or education. On the other hand, soft skills are more akin to personality traits that you have naturally developed throughout your life. Hard skills include specific, technical knowledge needed for a job. Soft skills tend to be interpersonal. **Both are important for career success.**

Definition



Hard Skills

Soft Skills

Hard skills, or technical skills, are learned through education or hands-on experience. These are concrete, measurable abilities that are often specific to a job.

Soft skills, or people skills, are traits and abilities that you develop throughout your entire life. Soft skills speak to how and why you are motivated to do certain things.

Examples



Hard Skills

Soft Skills

- Foreign languages
- Adobe Creative Suite
- Healthcare-related certifications or licenses
- Programming languages (JavaScript, etc)
- Website development
- Content development
- Copywriting
- Copyediting
- Budgeting
- SEO marketing
- Statistical analysis
- User interface (UI) design
- Proofreading

- Communication
- Critical thinking
- Adaptability
- Creativity
- Problem-solving
- Organization
- Willingness to learn
- Leadership
- Dependability
- Work ethic
- Teamwork
- Time management
- Decision-making

TRANSFERABLE SKILLS

- Transferable skills are skills that can be transferred from one job to another. They are what every employee gains from each career experience such as volunteering, internships, freelance jobs, and more.
- Transferable skills such as coding, data analysis, and other technical skills are called hard skills, while communication and relationship building are called soft skills.
- Employers prefer transferable skills such as interpersonal skills over others. These are the skills that will benefit you in any job and can elevate you from a good employee to an invaluable / irreplaceable employee.
- Transferable skills are desirable because your employer does not have to worry about training you on them if you already have them.

Why do Employers seek Transferable Skills?

Employers recognize that employees with transferable skills have a diverse skill set that they can draw on when needed. For example, someone with analytical skills can examine a problem from all angles and help break down the available options.

PERSONAL AND PROFESSIONAL SKILLS

- **Personal skills**, also known as ‘people skills’, are abilities that enable people to interact positively with one another. They are recognized as soft skills which are not easy to teach (although not impossible). Personal skills typically fall into the following categories:
 - Critical thinking
 - Interpersonal
 - Problem-solving
 - Flexibility and dependability
 - Motivation
- **Professional skills** are workplace competencies and abilities that can be applied to virtually any job. Professional skills are a mix of hard skills (job specific skills that can be learned) and soft skills (transferable skills like work ethic, communication, and time management skills).

TIPS FOR DEVELOPING PROFESSIONAL SKILLS

- Observe other professionals
- Attend conferences and workshops
- Solve workplace conflicts
- Ask questions
- Be receptive to feedback
- Create positive relationships

Assessment #1 [15%]:

Development of a self-review which includes the following:

- Key Responsibilities
- Accomplishments
- Challenges
- Technical Skills
- Transferable Skills
- Opportunities (to grow / improve)
- Short Term Goals
- Long Term Goals

SELF-REVIEW TEMPLATES

Soft-Skills & Competencies:	Initiating Competence	Developing Competence	Competent	Reliable Competence	Skill Evidence
Multi-Tasking				X	3 current projects in progress and two initiatives launched.
Read and Debug Code			X		Over 1 year experience debugging code.
Time Management		X			
Project Management	X				1 Month of Project Management Experience
Record Keeping			X		6 months in customer relationship role
Research & Due Diligence			X		1 year in 42 foundation
Peer to Peer			X		1 year in 42 foundation
Leadership Skills		X			2 months leading 42 Piscine Stream
Team Coordination		X			2 group projects
Decision Making			X		
Conflict Resolution		X			1 year 6 months customer service role
Organisational Skills			X		1 year in 42 foundation
Analytical Skills		X			3 years as Air Traffic Control Officer
Problem Solving			X		3 years as Air Traffic Control Officer
Hard Skills & Competencies:	Initiating Competence	Developing Competence	Competent	Reliable Competence	Skill Evidence
C Programming				X	8 Projects completed in the 42 cursus
TypeScript		X			2 Months of TypeScript experience
Nestjs		X			Built 1 API via Nestjs
Memory Management			X		8 Projects completed in the 42 cursus
Continuous Integration	X				2 months working with CI in minishell
Visual Studio Code				X	12 months of using Visual Studio Code
Unit Testing		X			2 months minishell project
C++	X				2 Weeks in C++ modules
Bash	X				
Back-end		X			1 month learning nestjs back-end
Nodejs	X				
Development Operations	X				2 months minishell project

Assessment Area	Complexity Level				Notes/Opportunities for Improvement
	Advanced	Proficient	Confident	Basic	
Hard Skills					
C		✓			All of the projects I've done so far in this language presents the output on the command line, perhaps I should explore opportunities to create projects that involve embedded systems.
C++			✓		I'm quite new to this programming language so my knowledge is rather limited to the fundamental concepts of Object Oriented Programming and since we are also restricted to use the 98 version of C++, I have no idea/experience about the functionalities in the newer 11, 14, 17, 20 versions.
Bash			✓		I am capable of creating short or simple scripts to shorten the amount of time it takes to test my projects but I am looking forward to learning more of this in order to create scripts that would simplify my daily tasks once I land a job.
Makefile		✓			I consider the way I've written my Makefiles as efficient and also easy to maintain/modify, however there are still some features I would like to include that I find difficult to implement.
JavaScript				✓	A programming language where I have currently had the least experience in, just started with online tutorials and notes. I need to create some projects in order in increase my proficiency and learn about possible job opportunities.
HTML				✓	This markup language was a compliment that I learned alongside some JavaScript tutorials, I need to create more projects in this language.
Git			✓		Thanks to the projects at 42, I have improved my knowledge and also proficiency in source control, but Git still has a ton of features that I haven't taken advantage of and I should work on understanding them in order to improve my productivity.

Assessment Area	Complexity Level				Notes/Opportunities for Improvement
	Advanced	Proficient	Confident	Basic	
Soft Skills					
Problem Solving		✓			I used to get overwhelmed at some point when dealing with problems before I joined 42, but nowadays I have gotten somewhat used to these daily challenges and have been more efficient in coming up with solutions by accounting for as much possible outcomes along with a positive outlook.
Time Management		✓			I have a habit of working on something else when I'm close to finishing certain tasks ahead of time which leads me to barely completing the work before the deadline. I should put more priority on tasks that need to be submitted soon rather than starting new projects that have a later deadline.
Adaptability		✓			I have demonstrated that I am capable of adapting to the restrictions set in each 42 project in order to find the proper workarounds and deliver a project that satisfies the subject's requirements.
Creativity			✓		Since I joined 42 my creativity has tremendously improved but I still have a long way to go before I can actually meet the ideals I have in mind.
Emotional Intelligence		✓			Nowadays I take into consideration that my peers have an emotional connection with their projects, since I myself have a first-hand experience in dealing with all the errors we encounter, so I try my best to not initiate a conflict whenever I find an error in my peer's project and instead view it as an opportunity for a more detailed discussion.
Project Management		✓			Similar to the remarks in Time Management, I should complete a project first if I'm close to finishing it rather than starting the next one immediately.

THANK YOU

```
void draw() {  
  background(255);  
  fill(0);  
  noStroke();  
  float tiles = mouseX/10;  
  float tileSize =  
width/tiles;  
  
  translate(tileSize/2,tileSize/2);  
  for (int x = 0; x < tiles; x++)  
  {  
    for (int y = 0; y < tiles;  
y++) {  
      color c =  
img.get(int(x*tileSize),int(y  
*tileSize));  
      float size =  
map(brightness(c),0,255,tile  
Size,0);  
      ellipse(x*tileSize,  
u*tileSize,size,size);  
    }  
  }  
}
```

