**Skills Audit & Personal Development Plan (PDP)**

Template for students to complete

Reflect upon your skills audit and make a list of skills that you wish to develop or improve across your time at Glasgow International College.

For your personal development plan, you must identify **four** skills or attributes you intend to develop or learn during your time at GIC. **Your selected attributes should cover all areas of the RDF domains.**

**Q1. List your four attributes below and categorise them into the different dimensions (Academic, Personal or Transferable):**

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| --- | --- |
| **ACADEMIC SKILLS** | |
| **ATTRIBUTE** | **RDF DOMAIN** |
| Subject knowledge | Domain A ;1 |
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|  |  |
| --- | --- |
| **PERSONAL SKILLS** | |
| **ATTRIBUTE** | **RDF DOMAIN** |
| Research strategy | Domain C;2 |
| Communication Methods | Domain D;2 |
|  |  |

|  |  |
| --- | --- |
| **TRANSFERABLE SKILLS** | |
| **ATTRIBUTE** | **RDF DOMAIN** |
| Time management | Domain B; 2 |
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|  |  |

**Q2. Having identified your goals, write a reflective piece considering the following points:**

1. What obstacles do you anticipate in achieving these goals?
2. How might you overcome these obstacles?
3. What advice/help might you require in achieving your targets?

What obstacles do you anticipate in achieving these goals?

1 Subject knowledge

For professional knowledge, it is easy to understand and apply in the initial study, but as the study progresses, the depth of the study will increase, and the difficulty of the knowledge will also increase, so in the more in-depth study, I may face some Knowledge problems, such as incomprehension and inability to apply proficiently

2 Research strategy

For learning strategies, obstacles include not taking into account the degree of matching of our own abilities and learning progress when setting plans. If the span is too high, it is easy to prevent us from completing our research step by step according to the plan.

3 Communication Methods

For communication methods, I think the obstacle is that in the process of communicating with people, we may not be able to fully describe the views we want to express, and there may be obstacles that lack logic and integrity

4 Time management

For time management, we may encounter the inability to find the ratio and time interval of entertainment and learning and plan them reasonably, which will also cause us to be unable to focus on entertainment or learning. At the same time, if we temporarily write homework or study, the quality and Efficiency will be low

How might you overcome these obstacles?

1 In the learning of subject knowledge, it is a good way to preview before class and review it in time, so that you can better integrate the knowledge learned before and after class, and you can also discover your own shortcomings and problems in class, and actively cooperate with Students cooperate and actively communicate with tutors to solve problems

2 When making plans, we should correctly assess our abilities, so that we can formulate a research plan that suits us, and do preliminary reading before the research, so that we can have an overall understanding of the research.

3 In normal times, we can listen to some famous speeches, such as Martin Luther King Jr. and Bill Gates, to increase the logic and integrity of our language. At the same time, we should communicate more in English to integrate ourselves into the language environment.

4 Set up your own time schedule and do it according to the schedule as much as possible to correct the problem of procrastination and increase the efficiency of our work

What advice/help might you require in achieving your targets?

1 In terms of subject knowledge, it is generally difficult and boring to go deep into academic problems, and it will be accompanied by many failures, so you must adjust your mentality, persevere, and fully invest in it.

2 When arranging research plans, try to avoid overloading your schedule and leave enough time and energy for your research

3 Try to avoid completing assignments on deadlines to improve your learning efficiency and the quality of your assignments

4 Actively communicate and integrate into the local culture and language environment

**Q3. Using the SMART approach, fill in the table below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target Goal** | ***How will you show development/attainment?*** | ***How do you plan to achieve your goal?*** | ***Why is this goal relevant to your academic life?*** | ***When you intend to complete this goal?*** |
| **(Specific)** | **(Measurable)** | **(Achievable)** | **(Relevant)** | **(Time-Restricted)** |
| 1. Subject knowledge   (make a calculator with python) | This goal can use the calculator I made in python to perform some simple four-digit operations of addition, subtraction, multiplication and division, and verify their correctness on the computer | I will study all the videos of the introduction to python module in PM617 carefully, and try to follow the video content to operate by myself. In the post-production, I will search various techniques from the Internet to improve my efficiency and accuracy | I think that knowing some basic programming languages ​​will have a good impact on the improvement of my programming level. At the same time, this is also the ability that I should have in my master's degree in computer science. | Because there are a lot of video content in pm617, I plan to watch a video in one to two weeks, and make notes and exercises after class. First of all, studying a video in one to two weeks will rarely affect the pre-master's program. study, the second reason is that it gives me enough time to practice and understand |
| 1. Research strategy   (I will use interdisciplinary research in pm617 to improve my ability) | I will demonstrate my research results and understanding of interdisciplinary learning through a 300-500 dissertation in the final assignment of interdisciplinary research | Participate in Interdisciplinary Research workshop and GU webinar Project Management | Because in the academic field, the foundation of a good research strategy for academic research also determines the direction and trend of academic research | I plan to start my research including data collection and literature review in June and I will finish my report in August |
| 1. Communication Methods   (Make my presentations more exciting and effective) | This goal can be achieved through the effective presentation in the workshop. In the final assignment, I will make a presentation and a supporting power point, which will be measured by the evaluation criteria inside. | Although, the ultimate goal will be presented in the final presentation, but in the presentation I will actively present in the class or in the group, listening to the suggestions of my classmates and tutors to improve my ability | In daily social life and learning, language communication is essential, so making your language direct, efficient and logical is a must in academic discussion and communication | I think the long-term deadline is the presentation of the last test. The short-term plan I have made is after each stage is over. When each cycle is over, I will record a video of the presentation myself, let my classmates point out the shortcomings, and then improve Own |
| 1. Time management | Able to plan my time reasonably according to a self-made schedule, separating entertainment and learning | Try to arrange my assignments before the due date of each assignment, and watch the bbc news clips every day as planned to improve my listening level, and at the same time allocate the time to study python courses at pm617 every week as planned | I think it is necessary to be the master of time. Reasonable planning of time can improve our learning efficiency and make the distribution of entertainment time and learning time more reasonable. Appropriate entertainment can also improve the efficiency of learning and the quality of life. | After each stage, I will compare my schedule with what I have done to improve my time management ability. At the end of the semester, my goal is to be able to manage time well |

**Q4. Inset an image/screenshot of your completed Skills Plotter here:**