

Education and Student Affairs

De Rondon 70, 5612 AP Eindhoven
P.O. Box 513, 5600 MB Eindhoven
The Netherlands
www.tue.nl

Date
9/28/2018

Personal Skills Development Plan

Contents

1 My starting position	2
2 My development goals	3
3 Areas I would like to develop	4
4 My focus	5
5 My approach	6
6 Achieving your plan	8
7 Summary	8

1 My starting position

Before you can determine the professional skills and competencies that you would like to develop in the next two years, it is a good idea to ascertain the areas that you are currently performing well in and those in which you are less proficient. For this, look at the results of your assessment(s) and your experiences and results in previous study programs.

Answer the following questions:

a. Which professional skills and competencies am I good at?

b. Which professional skills and competencies do I find difficult?

c. Which professional skills and competencies do I want to improve?

d. Why are these skills and competencies important for you?

2 My development goals

In order to determine which professional skills and competencies are important for you, it is a good idea to think about your future.

Short-term

In each Master's program, presenting and writing are assessed as standard.

a. What other professional skills and competencies do I need in order to successfully complete my Master's program?

Long-term

b. I have a clear idea of what I would like to do after my study program.

Yes

No

If no, answer questions e, f, g, and h.

c. I would like to ...

d. Which professional skills and competencies do I need for this?

e. In what kind of organization(s) do I envisage myself working in the future?

For example, think of major multinationals, local organizations, commercial or non-profit organizations and start-ups.

f. Which professional skills and competencies are important in that kind of organization?

g. What kind of position would I like to have in the future?

h. Which professional skills and competencies are important in that position?

3 Areas I would like to develop

Now that you know where you currently stand and which professional skills and competencies are important for you in the future, you can start looking at the areas you would like to develop in order to achieve your goal.

In the table below you can make a list of professional skills and competencies that are important with a view to achieving your goals (see questions 2a, d, and f). After each one of them, indicate what is applicable:

	I am proficient in this skill/competency and want to develop it further	I am proficient in this skill/competency and do not want to develop it further	I am not (yet) proficient in this skill/competency and want to develop it further	I am not (yet) proficient in this skill/competency and do not want to develop it further.
<i>i.e. Presentation Skills</i>	√			

4 My focus

In order to make the final choice of professional skills and competencies that you would like to develop in the next two years, you can answer the following questions.

a. These are the skills/competencies that I would like to develop further (see your answers on question 3):

b. What will the development of each of these *professional skills/competencies* actually bring me?

For example, think of your opportunities in the jobs market, your self-confidence, your position, your image.

c. In that case, which professional skills/competencies would be the best to develop?

In the table below you can make a list of professional skills and competencies that you would like to develop further (see question 4a)

d. For each of the professional skills/competencies, indicate what applies to you:

	I can demonstrate that I have this professional skill and/or competency	I can demonstrate that I am working to develop this professional skill and/or competency	I cannot demonstrate that I have developed this professional skill and/or competency
<i>i.e. Presentation Skills</i>		√	

d. How much time can or do I want to spend on developing my professional skills and competencies? In which period?

e. In view of the time I have available, which professional skills and competencies will it be best for me to develop?

5 My approach

You have chosen one or several professional skills and competencies to develop further during your Master's program. The questions below will help you to develop a plan of approach.

a. What do I specifically want to develop with regard to the professional skills/competencies I have chosen?

For example, think of an answer like this: "I want to feel more confident when giving presentations"; "I want to be able to put across my ideas more effectively within a team". For more information, take a look in the TU/e SkillsLab and your assessment report(s).

b. What do I need to develop this?

For example, think of things like:

- *knowledge about the skill/competency;*
- *tools for practicing;*
- *other students to practice with and gain feedback from;*
- *experts to learn from and gain feedback from.*

c. What is the best way for me to approach this?

For example, think of looking for an expert, taking a course (possibly online), finding a fellow student who is good at it, etc.

d. When can or do I want to start working to develop my skills/competencies?

For example, think of courses and assignments within your program, situations at work or at the sports club.

e. I will review the situation and demonstrate that I have developed by:

For example, think of collecting feedback from other students or experts (this is a good way of gaining insight into your development and it also enables you to demonstrate what you are capable of), testing it out in practice, recommendations from your boss, teacher, colleagues or fellow students, etc.

6 Achieving your plan

Finally, it is important to think about how you will make sure that you can actually achieve this plan.

Important questions here include:

a. How will I stay motivated to work on this skill/competency?

b. Who can help me with this?

c. How can these people help me?

7 Summary

Below you can summarize your plans, using the answers you gave above.

In the next two years, I will focus on developing

I will do this by focusing on . For this, I will

need: I will arrange this in the following way:

. I will work on this at the following times:

. And I will review the situation and

demonstrate that I have developed by

In order to remain motivated, I will: . For this, I

will ask to help me, by