Professional Skills Period 4

Professional Skills Period 4 1B

Personal Development Plan



Regarding: Personal development plan #1

Student name: Victoria Iaşcevschi

Student number: 5440858

Course: Professional Skills

Phase: Year 1

Study coach Miguel Ranchor

1. What competences will I develop during this period?

**Professional workmanship**

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| **Profession-specific competencies** | **What requires special attention?** |
| 1. Managing | Effective and efficient communication with all my current team members, equal contribution to the project and proper time management. |
| 1. Analysing | Critical thinking and using appropriate tools / methods for solving issues. |
| 1. Advising | Setting clear goals, understanding what I am doing and how. Also, take responsibility for the work I’m doing and the quality of it. |
| 1. Designing | Improving the designing skills by practicing doing the designs for our website and implementing my ideas. |
| 1. Executing | Precision, efficiency, quality control and solving problems on the spot even in critical situations under pressure. |
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**Professionalisation**

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| **Study career competences** | **What requires special attention?** |
| 1. Ability to pursue one’s own competence development independently | Self-motivation, being determined and setting realistic goals with a plan how they must be done. In addition, receiving the feedback from my teammates to improve. |
| 1. Ability to take responsibility for one's own study progress | Checking whether I’m on schedule and the tasks are done on time not to let my team down. |
| 1. Ability to make the right study and career choices | Self-awareness of my goals and plans for the future career which are based on my personal strengths and ambitions. |
| 1. Ability to build up a supportive social network | Good communication skills, maintaining friendly and supportive atmosphere in the team and together having a shared goal which we all want to achieve. |
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**Professionalisation**

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| **Study competencies** | **What requires special attention?** |
| 1. To learn how to learn | Reflect on my actions and analysing them, being flexible to adapt to working under different circumstances. What is more, using learning source effectively and getting the maximum of skills and knowledge from the project. |
| 1. Planning | Setting clear objectives, prioritizing tasks, being flexible with schedule in case some parts require extra time and review the progress regularly. |
| 1. Time management | Avoiding procrastination, managing workloads, setting deadlines and equal allocation of tasks between all team members. |
| 1. Project-based working | Team collaboration, clear role division, time-bound objectives and constant self-development. |
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**Social and communicative competencies**

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| **Social and communicative competences** | **What requires special attention?** |
| 1. Ability to correct in an appropriate way | Use only respective tone, be constructive and clear. What is more, this period I will learn a new technique how to give feedback which is called “360-degree Feedback” which I will use also in the future. |
| 1. Interview techniques | Good preparation for the interview, active listening, asking relevant questions and make the listener engaged in my speech. |
| 1. Personal feedback | Be specific, analyse my actions, always try to improve and receive feedback from other teammates to see my positive and negative points from the perspective of others. |
| 1. Presentation skills | Be interesting and unique to engage the audience to listen to me carefully, being clear and simple. What is more, use body language and talk not too fast so that audience will not get confused by my speech and ideas I’m sharing with them. |
| 1. Reporting in writing | Clarity, structure, proper grammar, always reread and check for mistakes. In addition, always be reasonable for writing and relevance of content. |
| 1. Techniques in meeting | Writing a professional agenda, minutes of meeting, summarising key points and proper time management. Also, leading a productive and beneficial meeting. |
| 1. Writing a formal or business letter | Improve the level of writing to more professional, clear structure, specific purpose of writing and correct formatting. |
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2. What are my personal development goals?

Action plan: which activities will I undertake to realise my developmental goals?

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| **Development goal**  **(SMART)** | **Activity**  **(SMART)** | **Measurable result**  **(SMART)** | **Time completed** |
| 1. I want to reach A1 level in Dutch in order to feel more comfortable in the Netherlands when I need to speak with locals in daily life. What is more, in the future I want to work here and I will have more job opportunities as I will be able to choose to work for international companies where all workers speak English or work in national company where everyone speaks Dutch. | To achieve this goal I enrolled on extra Dutch courses which include 3 hours of studying Dutch with the teacher on campus who also provided us books with exercises. In addition, I’m going to spend 10-15 minutes every day practicing short basic phrases in Duolingo App. Also, I will try to practice words I learnt with locals who can check if I’m correctly using the grammar and help me build full sentences. | Pass the exam to get an official language certificate of A1 level in Dutch. If I don’t get it by the end of the deadline, I will hand in a video of a small conversation with a real Dutch person. Also, I will add the screenshot of how many hours I was studying in Duolingo App. | 11-06-2025 |
| 1. I want to improve my video editing skills in order to help with creating media content for the Instagram page of NHL Stenden International and Think Wireless. For the next year I want to join the team of students who are posting content on Instagram page (@nhlstendeninternational) because I had the interview with them at the beginning of this study year but I failed it and I want to try next study year again. Their aim is to show the real-life students studying here by posting some shortcuts of their days while studying and engage them to enter this university by helping them answering their questions. Also, I’m already the part of Think Wireless and I’m responsible for social media part and I want to produce the content of high quality and create a beautiful impression when people will be looking at our Instagram page. | In order to achieve this goal I’m going to watch short tutorials with lifehacks online for editing to make videos look cool and professional. This way, everything I will learn I will try to recreate on my videos and post them on Think Wireless page. In addition, I already was invited to do a guest takeover once on Instagram page @nhlstendeninternational and I received many compliments about the content I posted from students who are working for this page and viewers. What is more, I contacted and informed them that if they need me again to post interesting content on their page I’m always ready to do that again. | I want to successfully edit and publish a minimum of 5 Instagram videos by the end of this period. At least 3 of them should receive over 1000 views and positive feedback from the viewers who will like and comment all these reels. In addition, I’m going to send my previous works to @nhlstendeninternational at the beginning of next study year to try to join their team again. I think they will see how my skills improved and finally I will be working there. | 11-06-2025 |
| 1. Moreover, one my important goals for this period is my participation in MDT Project – Invisible Heroes. This project is about making useful the contribution to the society and the aim of our project is to help deaf people to raise the awareness of problems they face in daily life about which normal people have never thought about. I want to work for this project and make the contribution as while working on this project I will also develop my personal skills of coding and time management which are necessary for my future job. | I’m going to work hard during next nine week finishing all the tasks assigned to me. Also, I will take active participation in meetings and brainstorming sessions sharing my ideas with others. What is more, I will attend all the workshops from our supervisors. In addition, I will attend all meetings with a sign language interpreter and his clients to listen to their stories and post them on our website. | Receiving an official MDT Certificate as a proof of work that I have done through the period. If I don’t have it by the end of the deadline, I will add the link to the website on which we were working and the game we created is also included on the website. | 11-06-2025 |
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For approval study coach:

For approval student:

