

Personal Development Plan



Personal Development Plan (PDP)

Regarding: Personal development plan #....
Student name: Amir Ranjbar Maki
Student number: 5484693
Course: Professional Skills
Phase: Year 1
Study coach: Miguel Ranchor

1. What competences will I develop during this period?

Professional workmanship

Profession-specific competencies	What requires special attention?
a. Managing	Practicing to collaborate with team members effectively
b. Analysing	Prioritising the assignments and tasks based on deadline (urgent – non urgent) and level of importance
c. Advising	Helping Team members in completing their assignments and tasks.
d. Designing	
e. Executing	

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Professionalisation

Study career competences	What requires special attention?
a. Ability to pursue one's own competence development independently	Determining long term and short term goals
b. Ability to take responsibility for one's own study progress	Keep track on study progress and deadlines .
c. Ability to make the right study and career choices	
d. Ability to build up a supportive social network	Joining the parties and activities that are being placed from university

Professionalisation

Study competencies	What requires special attention?
a. To learn how to learn	
b. Planning	Keeping the track of upcoming deadlines in the next weeks and use right sources like Period Planning.
c. Time management	I will avoid procrastination and will use pomodoro technique to study efficient
d. Project-based working	I will constantly collaborate with team members to ensure the quality of the work is meeting the standards and using some collaboration tools like Trello to coordinate with teammates on project documentation

Social and communicative competencies

Social and communicative competences	What requires special attention?
a. Ability to correct in an appropriate way	I will give feedback to my team members BECD method to give feedback effectively and avoid any misunderstanding
b. Interview techniques	I will participate actively in the meeting . I will listen carefully and I will ad my point and questions in the right time
c. Personal feedback	I will ask My teammates to give me their feedback in BECD method so I know how they feel about me and my work and I will change my self if its needed.
d. Presentation skills	Practising my tune and my pose too look more confident and professional and present our product in the best way possible .
e. Reporting in writing	Writing Minutes of meeting and Reports in a correct template .
f. Techniques in meeting	I will prepare a professional agenda including all of the bullet point that need to be care of and room for more questions
g. Writing a formal or business letter	

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2. What are my personal development goals?

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

Development goal (SMART)	Activity (SMART)	Measurable result (SMART)	Time completed
1. I am committed to improving my Dutch language skills and obtaining an A2 certificate, which will support my integration into Dutch society and open up broader employment opportunities.	<ul style="list-style-type: none">- Attending at the weekly classes actively- Using digital tools daily like Duolingo- Practice speaking more Dutch in daily basis .	<ul style="list-style-type: none">- I will upload my certificate (in case of not having the certificate on time I will upload my grade and a proof of success in the test)	11-06-2025
2. I am committed to improving my storytelling skills to better express emotions and connect more deeply with the diverse experiences and life stories of others and I would be able to complete MDT project and receive a official story teller certificate .	<ul style="list-style-type: none">- Attending the MDT project.- Participating actively in MDT workshops .	<ul style="list-style-type: none">- I will upload my certificate (in case of not having the certificate on time I will upload my grade and a proof of success in the test)	11-06-2025

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3. I want to listen to audiobooks to broaden my understanding of the world, enhance my general knowledge, and gain diverse perspectives on culture, history, personal development, and global issues. This will also help me improve my language skills, critical thinking, and overall communication abilities	<ul style="list-style-type: none">- Listen to audio books every night before bed .- Collecting favourite quotes From the books I have read.	<ul style="list-style-type: none">- I will make a summary of all of the books that I have read and gather around at least 10 favourite quotes and upload them .	11-06-2025

For approval study coach:

For approval student: