

Professional Skills  
Semester 1

# Personal Development Plan



# Personal Development Plan (PDP)

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Regarding: Personal development plan #....  
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Course: Professional Skills  
Phase: Year 2  
Study coach Charlotte Boogers

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## 1. What competences will I develop during this period?

### Professional workmanship

<b>Profession-specific competencies</b>	<b>What requires special attention?</b>
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

<b>Study career competences</b>	<b>What requires special attention?</b>
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

<b>Study competencies</b>	<b>What requires special attention?</b>
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

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## Social and communicative competencies

<b>Social and communicative competences</b>	<b>What requires special attention?</b>
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?

<b>Development goal (SMART)</b>	<b>Activity (SMART)</b>	<b>Measurable result (SMART)</b>	<b>Time completed</b>
1. I am committed to sharpen my Dutch language to be able to speak Dutch at work and with friends. In previous summer I have complete A1 course in dutch but that is not enough for holding a conversation	<ul style="list-style-type: none"> <li>- Spending at least 3 hours weekly on Dutch practice</li> <li>- Training are via book and digital tools like Duolingo</li> </ul>	<ul style="list-style-type: none"> <li>- I will upload the screen shots of my planning that I'm spending at least 3 hours on Dutch.</li> </ul>	11-01-2026
2. I am committed to make weekly planning for my school and work so I can manage my deadlines and habits so at the end I gain discipline.	<ul style="list-style-type: none"> <li>- Weekly planning.</li> <li>- Sticking to the planning.</li> </ul>	<ul style="list-style-type: none"> <li>- I will upload screen shots of planning and put at least 10 weekly planning.</li> </ul>	11-01-2026
3. I want to listen to audiobooks to broaden my understanding of the	<ul style="list-style-type: none"> <li>- Listen to audio books every night before bed .</li> <li>- Collecting favourite quotes From the books I have read.</li> </ul>	<ul style="list-style-type: none"> <li>- I will make a list of all of the books that I have read and gather around at least</li> </ul>	11-01-2026

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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		10 favourite quotes and upload them .	

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<b>Goal number 1</b>			
<b>Old behaviour</b>		<b>New behaviour</b>	
<b>+</b>	<b>-</b>	<b>+</b>	<b>-</b>
Participating in classes	Not practicing at home	Practicing daily	Heavy planning might lead to getting overwhelmed and loosing motivation.

What/who can help me achieve my goal?

Proper planning with realistic goals . I will plan maximum and minimum hours of practice to add flexibility to my planning that If one day I'm not feeling great I do the minimum hours and still be committed to my planning .

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<b>Goal number 2</b>			
<b>Old behaviour</b>		<b>New behaviour</b>	
<b>+</b>	<b>-</b>	<b>+</b>	<b>-</b>
Without planning I had more flexibility	I keep forgetting about the deadlines and I need to put multiple reminders.	Deadline for the next week would be clear and would not be missed .	Sometimes I might found it difficult and unflexible to stick to a plan
	Everything was being done in the last moment so I could not give the best end result	If I plan what im going to do and when im going to do it I would have enough time to come up with the best result	

What/who can help me achieve my goal?

By doing research and using some tools like Edmundo I can figure out what is the best way of planning .

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<b>Goal number 3</b>			
<b>Old behaviour</b>		<b>New behaviour</b>	
<b>+</b>	<b>-</b>	<b>+</b>	<b>-</b>
	At night my mind gets really bust and disturbed with negative thoughts	I would enhance my vocabulary by listening to English version of audio books	
		I would have free mind that fallows the story instead of overthinking about problems	

What/who can help me achieve my goal?

I think I have enough experience and I have provided my self with good materials that I currently see my self able to reach this goal

For approval study coach: .....

For approval student: .....