Professional Skills Matrix and Action Plan (PDP).

A. Professional Skills Matrix

The Professional Skills Matrix was devised as a tabular representation, featuring the following columns:

1. Skill: This column denotes the specific skill being assessed.

2. Soft/Hard: This column serves as an identifier, categorising the skill type as either soft or hard.

3. Before Module: This column reflects the self-assessed proficiency level of the skill before commencing the study of this module.

4. After Module: This column indicates the self-assessed proficiency level of the skill after the completion of the module.

5. Notes: This column provides a space for recording personal observations and notes pertaining to skill improvements.

For the purpose of evaluation, a **ranking system** ranging **from 1 to 5** was implemented, where:

- 5 denotes a **high level of competence**, indicating extensive experience in the respective skill area.
- 4 represents a **moderately high level of competence**, indicating a substantial level of experience in the skill area.
- 3 signifies an **average level of competence,** reflecting some experience in the skill area.
- 2 indicates a **low level of competence**, suggesting limited experience in the skill area.
- 1 signifies **no level of competence**, indicating a lack of experience in the skill area.

SKILL	SOFT / HARD	BEFORE MODULE	AFTER MODULE	NOTES
Time management	S	4.5	5	This module has significantly elevated my time management.

Critical thinking and analysis	S	4.5	5	This module has significantly elevated my critical thinking and analysis abilities, enabling me to explore the subject matter more profoundly.
Communication and Literacy skills	S	4	4.5	Collaborative discussions and Seminars increased my level of this skill.
IT and Digital	H	4.5	5	Knowledge I gained from this module increased my level of this skill.
Numeracy	H	4	4	
Research	H	5	5	
Interpersonal	S	4.5	5	Collaborative discussions and Seminars increased my level of this skill.
Problem-solving	S	5	5	
Ethical Awareness	S	5	5	
		Total: 41	**Total**: 43.5	

Table 1. Professional Skills Matrix

B. An Action plan (PDP).

An Action Plan was delineated in tabular form, comprising the ensuing columns:

1. **Skill:** This column serves as an identifier for the particular skill undergoing assessment.

2. **Priority Order**: This column designates the prioritisation sequence of each skill as per my assessment.

3. **Skills to work on:** This column chronicles the skills deemed pertinent for my focus and development.

4. **My Goal:** This column encapsulates my individualised objectives pertaining to the selected skills.

5. **Action plan:** This column expounds a comprehensive outline delineating the steps I intend to undertake to achieve my designated goals.

SKILLS	PRIORITY ORDER	SKILLS TO WORK ON	MY GOAL	ACTION PLAN
Problem-solving	1			
Time management	2		To elevate this skill to a higher level.	Practice more.
Critical thinking and analysis	3		Never stop developing this skill.	Pass specific tests every month.
Communication and Literacy skills	4		To elevate this skill to a higher level.	To take an entrepreneur course.
IT and Digital	5		To know more.	Practice and read more.
Ethical Awareness	6		Understand it better.	Read more specific documentation.
Numeracy	7		To elevate this skill to a higher level.	Practice more.
Research	8		To elevate this skill to a higher level.	Practice more.
Interpersonal	9		To elevate this skill to a higher level.	Ask my therapist to organise more sessions about the topic of 'Interpersonal'.

Table 2. Action Plan for professional Skills.

References:

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