

**Personal and Career Development Plan**

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| **Progress Report** |
| When working towards a new goal or developing your level of competency in a specific area it is important to check in frequently and see how you are progressing. In the sections below, please select your current level of competency and share examples of your progress. For example: *Did you reach your goal? If yes, how? If no, explain. Were there any specific new skills you developed in this area? What specific projects and activities did you participate in at your Co-Op that helped you to further develop your competence in these areas?* |

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| **Critical-Creative Thinking & Problem Solving:** Identifying and understanding problems, issues, and opportunities; developing criteria and comparing data from different sources to draw conclusions; thoughtfully selecting course of action based on facts, constraints and probable consequences. | | |
| * **Need to Develop** | * **Currently Developing** | * **Excelling** |
| **CheckmarkShare your progress in this area and how you plan to develop this competency:**  In my Internship, I was new to the environment and do not have much idea about how to identify a problem and work on it. So, when given a task, I used to develop some sort of checklist and refer multiple resources to work on it and share my thoughts with the team. I need to develop in this aspect and I am on my way to learning and harnessing data-driven decision-making and problem-solving skills. I also believe in critical thinking and its importance in Businesses. | | |
| **Professionalism:** Demonstrating courtesy, respect, and honesty in a professional setting; adhering to rules, regulations, and guidelines in the workplace. | | |
| * **Need to Develop** | * **Currently Developing** | * **Excelling** |
| **CheckmarkShare your progress in this area and how you plan to develop this competency:**  In my current Internship, I am showing reverence and adhering to the policies that were placed in the organization. I am currently developing and working on it to improve and make sure to be a professional. It is challenging to work from home and maintaining Professionalism. This has given me a new dimension to think and act with utmost courtesy and honesty with the Teams. | | |
| **Leadership:** The ability to motivate, guide and inspire others. | | |
| * **Need to Develop** | * **Currently Developing** | * **Excelling** |
| **CheckmarkShare your progress in this area and how you plan to develop this competency:**  Currently, I am developing this ability. Since it is one of the most required skills for any job role in any company. Being a leader makes us responsible for dealing with and delivering the best product/ services to clients. This also helps to build strong teams and share their work collectively. In my Co-op, I am motivating other Interns and guiding them throughout the tasks, workflow process, and culture. I am also sharing 2 years of experience with them and getting to know few things from them in return. In this way, I am developing myself and moving forward in this Leadership journey. | | |
| **CheckmarkCommunication:** Clearly conveying information and ideas, through a variety of media, to individuals and groups in a manner that engages the audience and helps them to understand and retain the message. | | |
| * **Need to Develop** | * **Currently Developing** | * **Excelling** |
| **Share your progress in this area and how you plan to develop this competency:**  I am using some of my techniques in communicating with the Cross-functional teams across the Organization. I am using some Productivity Communication Tools like Microsoft Teams, Zoom Meeting, Slack, and others to communicate effectively to share my ideas and getting engaged with them. This allows me to understand their thoughts and interactively express my views. Due to COVID, my Internship was Remote, and Communicating with the Teams is a challenging task when compared to in-person. | | |
| **Teamwork:** Effectively participating as a member of a team to move toward the completion of collective goals; recognizing and communicating individual strengths and opportunities; considering the thoughts, ideas and contributions of your teammates. | | |
| * **Need to Develop** | * **Currently Developing** | * **Excelling** |
| **CheckmarkShare your progress in this area and how you plan to develop this competency:**  In my Internship, I have a project to work on where it includes a couple of teams to discuss, work, learn, share, and influence. In this journey, I have been an individual who is contributing to the collective goal of the Teams to provide a good product to the Users. I have been analyzing and developing these abilities by contributing to the Project Scope and Goals. | | |
| **Motivation and Work Ethic:** Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive. | | |
| * **Need to Develop** | * **Currently Developing** | * **Excelling** |
| **CheckmarkShare your progress in this area and how you plan to develop this competency:**  I have to develop in this area and it requires somewhat extra time to think, analyze, and act effectively. I am currently working on a couple of projects to achieve the desired goals and trying to be active sometimes. What I observed and learned from my Mentors is to be proactive and be ready to take the first step to accomplish the Objective without anyone’s aid. I am planning on my downsides to turning them into a successful trait. | | |
| **CheckmarkGlobal Mindset:** Recognition of the importance and value of ethnic and cultural diversity in the workplace and commitment to shaping personal attitudes, beliefs and behaviors based on this knowledge. | | |
| * **Need to Develop** | * **Currently Developing** | * **Excelling** |
| **Share your progress in this area and how you plan to develop this competency:**  I have been developing this trait for a long time and it is challenging to adhere to it. It requires lots of practice and perseverance to shape this out in a good way. I need to be recognized and valued by a large group of people in the workplace. I believe in cultural diversity and experiencing a strong dedication towards it in my present internship. The commitment towards communities and reshaping their lives is key for an organization. In my Team, we have cross-cultural backgrounds from various parts of the world but we all share and care for each other in a good way to keep us cheering and motivated all the time. I have also experienced some fun activities and games that were part of my internship to indulge myself in various cultures and learn them. | | |

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| **FOR INSTRUCTOR USE ONLY- PCDP** | |
| **Review Date:** |  |
| **Grade:** |  |
| **Feedback:** |  |