

# Personal Development Plan

CPD involves the maintaining of skills and development over time, continuing into the future. This is hugely beneficial to anyone, with the development of skills and practises being key to employability and efficiency (Gravesande, n.d.).

There are many models for CPD to be applied through, with benefits and disadvantages to each. Some more common models include the Training Model, which involves delivery from a teacher or expert, and the Award-bearing model, relying on the completion of programmes of study resulting in certifications and qualifications (Kennedy, 2006). The general idea behind all the models for CPD involve continued education and learning, with skills being a key point of development.

As well as these methods, following a Personal Development Plan (PDP) can help with purpose and motivation of CPD, outlining a plan for development of skills and pitfalls that have been identified. PDPs are introspective and based around improvement, produced by an individual with a set of goals and motivations, along with an outline of what's required to develop each part. This can help direct learning and development of skills (Rolfe, n.d.).

It's been shown that PDPs help individuals to undertake more learning activities, potentially assisting with skill development and competence. They don't solve overall future planning and are not significantly better for job competency, however the frequent production of PDPs is likely to be a positive thing for individuals (Beusaert et al., 2013).

PDPs rely on several key elements to function, involving:

- Clearly defined goals (SMART targets)
- Justification, specifically an explanation behind why a goal is significant
- An observation of the current situation
- Intermediate Goals
- Timeframes
- Recorded achievements
- Future development opportunities

(A Conscious Rethink, 2019) (Miller, n.d.)

These features outline how and why development should take place, illustrating the reasoning behind each element, along with a plan for the development to take place and evolve in the future.

Goals	Priority	Timeframe	Threats	Opportunities	Plan	Achievements
Time management skills improved enough to reduce stress around deadlines and reduce procrastination	High	Month or less	Requires development of time management and organisation, and at risk due to procrastination and fatigue.	Organisation is interesting to learn for me, software implementations and practises especially so. Since skills are used constantly, there's lots of time for practise.	Read a book on time management, overhaul to-do systems, get better at documenting tasks. Finally, implement a weekly plan for work completion and stick to it.	Organisational skills have improved, few issues with understanding which tasks to do.
Development of security skills and workplace practises	High	6 Months	Requires practise and understanding of complex issues around IT Security, including application. Also requires learning of organisational policy and implementations, which may differ from general practises and concepts.	Online learning, plus vocational skills due to internship. Lots of time to practise, with colleagues to communicate with to learn fundamentals and further skills.	Communicate with team members as to the best way to learn skills, then apply this knowledge with a structured plan for learning. Use work time to implement learned information, where possible.	Online certification for IT security.
Develop interpersonal and communication skills to make group conversations and work less stressful.	Medium	3 Months	Requires development of an abstract skill, which can't be easily measured beyond notes about confidence levels, anxiety levels and communication amt.	Has lots of opportunity for improvement, especially given future group tasks and research.	Practise going out of my comfort zone by communicating more when I have ideas within a group, and work on email anxiety through the same practise.	

Goals	Priority	Timeframe	Threats	Opportunities	Plan	Achievements
Meet everyone on the internship	Medium	2 weeks	Requires utilisation of interpersonal and communication skills, which aren't perfect. Additionally requires understanding of workplace dynamics.	Frequent contact with employees allows for lots of communication and understanding.	Discussion with colleagues about workplace dynamics and employees. Slow learning process expected.	I know all the immediate members of the IT team and all of the other interns.
Improve research skills, specifically about gaining knowledge for an application of IT security.	Medium	2 months	Rather general, involves developing a process of research and learning.	Lots of opportunities for research such as google scholar, search engines, books, journals and more. Colleagues can also assist with research methods.	Produce a standard system of research to improve learning skill and speed.	

(Spruce, 2020) (Thepeakperformancecenter.com, n.d.)

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