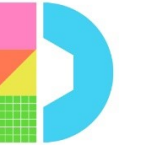


Goal Examples for Assignment One: Reflection (Personal Development Plan)

Here are some goals to help you think about your own. These are just examples, so make sure you think about goals that are relevant and specific to you. Try to make them **SMART** (Specific, Measurable, Achievable, Relevant, Timebound).



Skill	Example Goals	What could this look like in practice?	What type of evidence can you add into your PDP document to keep track of how you're working to achieve this goal?
Problem Solving Skills	"Apply at least two of the problem-solving and design thinking tools/methods I learned in Design Factory to my learning or assignments in other classes during the semester."	Use the Design Thinking process to work through a problem or assignment for another class, or use a brainstorming technique like 'starbursting' to help start off a research project you need to do for another class. Apply principles of prototyping to another project (e.g. coming up with a rough prototype/draft and getting feedback on it, then refining).	- frequent reflection on progress and achievement. - photograph/attach examples of the work you've worked on for your other classes.
	"Develop my problem-solving skills to improve indecisiveness, by researching decision-making strategies, and applying at least two to an aspect of the group project in Design Factory."	Investigate decision-making strategies. Choose one at a time to try out – either in relation to your Design Factory work, or in relation to other tasks. After trying out the strategy 2-3 times, reflect. Repeat process with another strategy (or two).	- frequent reflection on progress and achievement, include clear explanations of the scenario and environment. - include links to your research & your own comments/annotations/analysis
	"Use the resources in Design Factory to learn about, and apply, at least five different problem-solving approaches over the course of the semester."	Use the tools/resources available in Design Factory – apart from tools used in class, research some other methods or tools and apply them to your group's problem. Maybe 1 per fortnight. Apply the problem-solving tools learnt in class to a project or situation outside of your study environment. Perhaps apply a problem-solving approach to revising your CV, or creating a personal brand, etc.	- frequent reflection on progress and achievement - photograph/attach examples of the work you've completed that show how you've applied the tool. - link to sources/tools you've decided to use & a comment on why/how.

Skill	Example Goals	What could this look like in practice?	What type of evidence can you add into your PDP document to keep track of how you're working to achieve this goal?
Teamwork and Collaboration	"Improve my skills at giving and receiving feedback by practicing doing this at least once in each Design Factory session."	Take the opportunity to speak up every time we do "I like/I wish/I wonder" feedback in class. Actively seek out feedback on the work that you are doing or that you've done – either for Design Factory or for other classes/work/etc. Research assertiveness skills, and consider how these can be used to help with feedback/critique/etc. Practice applying at least one of the strategies you've researched.	- frequent reflection on progress and achievement - photograph your I like/I wish post-its, attach written feedback you've had from others, screenshot feedback you've added in response to someone on your group FB page - Capture feedback that you receive from others
	"Build a positive group rapport through starting each group session by checking-in with my peers in a meaningful way – not just about the project."	In your second session each week, encourage the team to take the first few minutes to do an ice-breaker type activity (especially when the second session is given completely over to you). Each week focus on prompting a conversation with one of your group members – especially those you interact with less often.	- frequent reflection on progress and achievement - links/photographs/examples of ice-breakers that you've brought to the team.
	"Build my skills for conflict management by researching open communication and identifying two tactics I can use for resolving conflict if it occurs in my group."	Start early in the semester, look at conflict management styles. Identify your own 'default' style and investigate the positives and negatives of that. Research effective strategies and apply them in a safe way within your group. And/or suggest or share your learning with your group when it comes to initiating assessment components.	- frequent reflection on progress and achievement - include links to your research & your own comments/annotations/analysis - evidence of how you've shared with your group
	"Improve my listening skills by intentionally practicing active listening in at least one group interaction each week."	If you're unsure what active listening skills are, do a bit of research on how to be an active listener. Practice the skills with your friends/family, and then try to apply it to a group interaction. Reflect weekly on your strategy, and change/adapt as required.	- frequent reflection on progress and achievement, include clear explanations of the scenario etc.

Skill	Example Goals	<i>What could this look like in practice?</i>	<i>What type of evidence can you add into your PDP document to keep track of how you're working to achieve this goal?</i>
Social Intelligence	“Develop my social intelligence (and teamwork skills) through practicing inclusiveness, by seeking out opportunities in at least three coaching sessions to actively include all team members and promote equal discussion.”	<p>Make a point of not starting with your own ideas but asking others in the group to first share their own.</p> <p>Listen actively and give each person time to talk. Be supportive and model the behaviour.</p>	<p>- frequent reflection on progress and achievement</p> <p>- check in with your team coach to report on my progress – ask them to give you feedback and ideas for the next session. Note ideas down in Trello.</p>
	“Develop my social intelligence through observing, interacting, or participating in at least two events or opportunities outside of Design Factory over the semester”	<p>Volunteer to help at an event / participate in an event (e.g. Rat Relay) / attend a networking event and make a point of pushing yourself to interact with at least two new people.</p> <p>Build up to this by practicing social chit chat at the supermarket – talk to the person behind the checkout and ask them how their day was! Consider their response and reflect on the effectiveness of your interaction. Next time try a different approach.</p>	<p>- frequent reflection on progress and achievement</p> <p>- photographs of events</p>
	“Develop my understanding of social intelligence by researching an aspect of it in more depth / applying one strategy I've read about / and sharing my findings with my team by the end of the semester.”	<p>You could make this goal more specific by focusing on one of the areas of Emotional Intelligence that interests you from the EI sessions we'll have in class (this will happen in both term 1 and term 2). You could research it in more depth, or you could deliberately apply one strategy to test.</p> <p>Or, you could do some broader research on social intelligence, and look for case studies or examples of how this might be applicable in your own discipline area (IT/Engineering/etc.).</p>	<p>- frequent reflection on progress and achievement</p> <p>- include links to your research & your own comments/annotations/analysis</p> <p>- document how you've shared with your team</p>
	“Improve my confidence in speaking to people by intentionally practicing talking to people – initiate at least three conversations each week and then reflect on the experience.”	<p>Be the first to speak up when the DFNZ group is giving feedback, or if you're sharing in your group.</p> <p>Ask your peers to prompt you to start things off if you're finding it difficult initially.</p> <p>Arrive at class a little early and strike up a conversation with the first person who arrives.</p>	<p>- frequent reflection on progress and achievement</p> <p>- have an accountability buddy in your group – ask them to remind you & give you feedback. Record what was discussed in your Trello board.</p>

Skill	Example Goals	<i>What could this look like in practice?</i>	<i>What type of evidence can you add into your PDP document to keep track of how you're working to achieve this goal?</i>
Motivation and can-do attitude	“Improve my productivity and time management by setting weekly times for independent study, with specific milestones or goals to achieve.”	<p>Set aside 10 minutes at the start of the day to identify and prioritise tasks that need doing. Schedule these into available time in your day/week and aim to keep yourself to it.</p> <p>Schedule a specific block of time each week (or multiple blocks) to focus on achieving these tasks. Test/trial different approaches to keeping yourself accountable, with the aim of finding a method that best supports your own learning style.</p> <p>Apply time-management techniques to all of your coursework – e.g. breaking down tasks into smaller goals with tight deadlines. Trial your approach and re-assess after two-three weeks. Repeat.</p>	<p>- frequent reflection on progress and achievement</p> <p>- attach/link/photograph your lists/prioritising/schedule that you've worked on</p> <p>- <i>don't just write about how you'll do it, actually do it and then reflect on it</i> 😊</p>
	“Show/Grow my initiative and motivation though identifying two opportunities where I can add value to the broader DFNZ community during my semester.”	<p>Step up to co-host DFNZ extramural/intramural events – e.g. volunteering time to show people around on open day, helping with design sprint experiences for Y1 and Y2 students, initiating social initiatives or activities that involve both Monday and Tuesday class groups.</p> <p>Participate in the Rat Relay event and/or other non-compulsory learning and engagement opportunities that happen in DFNZ.</p>	<p>- frequent reflection on progress and achievement</p> <p>- photos of the event/experience</p>
	“Motivate myself to do difficult things by breaking large challenges down into smaller achievable goals. Celebrate all successes – even small ones – each week.”	<p>This could be related to your other goals – identify what motivates you (praise/personal satisfaction/crossing things off a list/rewards/treats/etc.) and think about how you can celebrate your successes!</p> <p>When thinking about other goals that are challenging, consider how you can break them down into achievable tasks. E.g. If you're nervous about attending a networking event and talking to strangers, break down the goal – practice talking (even to yourself) with your elevator pitch, practice talking to the check-out operator at the supermarket / with a friend / etc.</p>	<p>- frequent reflection on progress and achievement</p> <p>- attach photos or files of your scribbles/planning/etc.</p>

Skill	Example Goals	<i>What could this look like in practice?</i>	<i>What type of evidence can you add into your PDP document to keep track of how you're working to achieve this goal?</i>
Critical Thinking	“Challenge myself to think critically by deliberately taking on a different ‘hat’ to what I usually would when coming up with ideas or analyzing things – at least twice per group discussion/session.”	Research the six thinking hats (or another critical thinking method or framework) to ensure you understand it. Identify the position or approach you usually take, and then challenge yourself each week to take on an additional ‘hat’ when working in group discussions/or to approach the problem in a different way. Suggest that your group adopts the thinking hat approach for at least one discussion each week, especially when going through divergent stages of the design thinking process. Or if you’ve researched other approaches/techniques, encourage the team to use these.	- frequent reflection on progress and achievement - include links to your research & your own comments/annotations/analysis
	“Work on improving my critical thinking skills by investigating/learning and trialing at least two new techniques during the semester.”	Research critical thinking skills and techniques. Choose 1-2 specific techniques and try using these in relation to either your DFNZ work, or work you’re doing for another class. Or use at least two different approaches to analyse the research you’ve been gathering for your group’s challenge – be deliberate about thinking about and approaching the content in a different way.	- frequent reflection on progress and achievement - include links to your research & your own comments/annotations/analysis/notes
	“At least three times during the semester, trial a different approach to sharing my thoughts and ideas with my team, and ask them for feedback on my approach.”	Trial things like explaining your thinking through logic, facts, and figures; or explaining it creatively through drawing/imagery; or explaining it through physical movement; or using questioning as your approach to guide a group discussion. As one of your group members to give you feedback. Work on structuring your ideas and saying things with purpose and reason. Sit down and think of your position/idea/though, write it down, think about it again, and then share it. Be deliberate and thoughtful in your approach and reflect on the effectiveness – adapt and do it again.	- frequent reflection on progress and achievement - photos/links/attachments of your varied explanations, etc.
	“Apply at least two of the tools/practices I’ve learnt from my study domain to the Design Factory group challenge, and analyse the success of this approach in a different context.”	Identify two specific tools/practices that you have learnt in your domain (specific to your major) and apply them to the group project. Reflect on the success of doing this, challenges of doing this, the learning you’ve gained from doing this, etc. Teach your group the tool/practice/approach, discuss with them the use/impact of the tool/practice/approach, etc.	- frequent reflection on progress and achievement - photograph/attach examples of how you’ve integrated your previous learning into the Design Factory project. - link any resources/info shared with your group

Skill	Example Goals	<i>What could this look like in practice?</i>	<i>What type of evidence can you add into your PDP document to keep track of how you're working to achieve this goal?</i>
Professional Communication	“Identify and analyse at least three situations in which I’ve effectively (or ineffectively) used at least one of the three facets of professional communication (speaking, listening, writing) and share my analysis with the coach by the end of the semester.”	You could have a weekly focus on one of each of the facets of communication – e.g. for one week, go back and look over the written communication you did and analyse how effective it was, or how you might have done it differently. Then choose other weeks to focus on other facets of professional communication. When attending the networking events you’ve identified in a previous goal 😊, reflect afterwards on the effectiveness of how you spoke. Or, if you’re the person who liaises with the Design Factory industry partner, re-read the emails you’ve sent and identify aspects that were good, and aspects you could improve. Etc.	- frequent reflection on progress and achievement, include details and examples - photographs/links/notes/etc. as appropriate - your analysis should be shared with the coach
	“Stretch my professional social skills through deliberately putting myself in situations where I need to engage with people in a professional context. Aim for at least one opportunity each fortnight.”	This is similar to some of the social intelligence goals but could be more focused on professional contexts/scenarios. So, you might opt to be the person who introduces things to the industry partners each visit. Or, you might engage in the practice of welcoming visitors to the DF (instead of the tutors doing it) and talking to them about what we do here. You could engage in networking opportunities that are relevant to your discipline – e.g. attending IoT Waikato events, taking part in the NZ Business Startup Bootcamp, coming to Lunchtime Learning sessions at DFNZ etc. Build your self-confidence in introducing yourself to people by researching and using strategies for doing so – e.g. identify good conversation starters and give them a go; practice listening and asking questions; etc.	- frequent reflection on progress and achievement, include specific details, etc. - photos/links/etc. of any events - include links to your research & your own comments/annotations/analysis/notes
	“Develop the way I communicate about myself in a professional context by reviewing and developing self-marketing tools that are appropriate to my industry – focus on at least two of these during the semester.”	Investigate how other professionals communicate about themselves – online profiles (including things like LinkedIn, etc.), elevator pitches, in conversation when you meet them at industry breakfast, etc. Then focus on two tools to develop or redevelop for yourself – e.g. your resume, a professional bio, a LinkedIn profile, a well-crafted elevator pitch, etc. Share this with someone for feedback and adjust.	- frequent reflection on progress and achievement - before and after screenshots of your online profile - include links to your research & your own comments/annotations/analysis/notes