

Personal Development Plan



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"What sets someone apart from another is the attitude and motivation to achieve and expand their full potential. This can only be achieved through having realistic development goals and sticking to a practical and achievable plan"

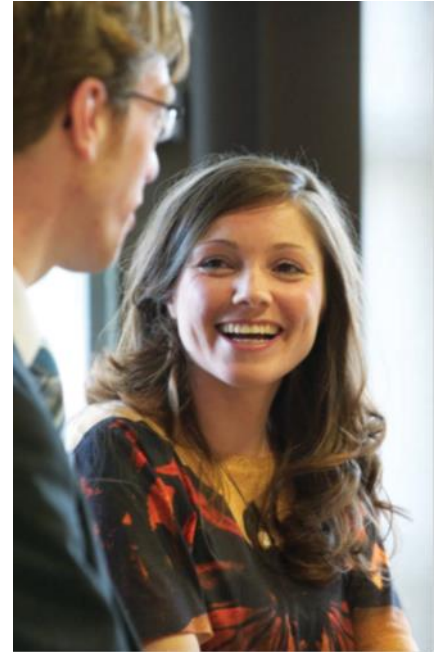
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What's new with PDP?

Personal Development Planning (PDP) is a structured and supported process undertaken by an individual to reflect on their own learning, performance and achievement and to plan for their personal, educational and career development. This handbook aims to help your development throughout this process.

In today's competitive job market, employers are looking for more than an individual who looks good academically; you need to be able to communicate your qualities. This is where PDP comes in.

PDP is all around us and we are constantly engaging in activities that develops our skills (even if we don't know it!). These can be as simple as playing a sport, speaking a foreign language, a part time job or even family commitments. PDP will help you recognise and articulate the full range of skills and experience that you have already acquired.



Why Do it?

You can benefit from the PDP process in many ways. It can:

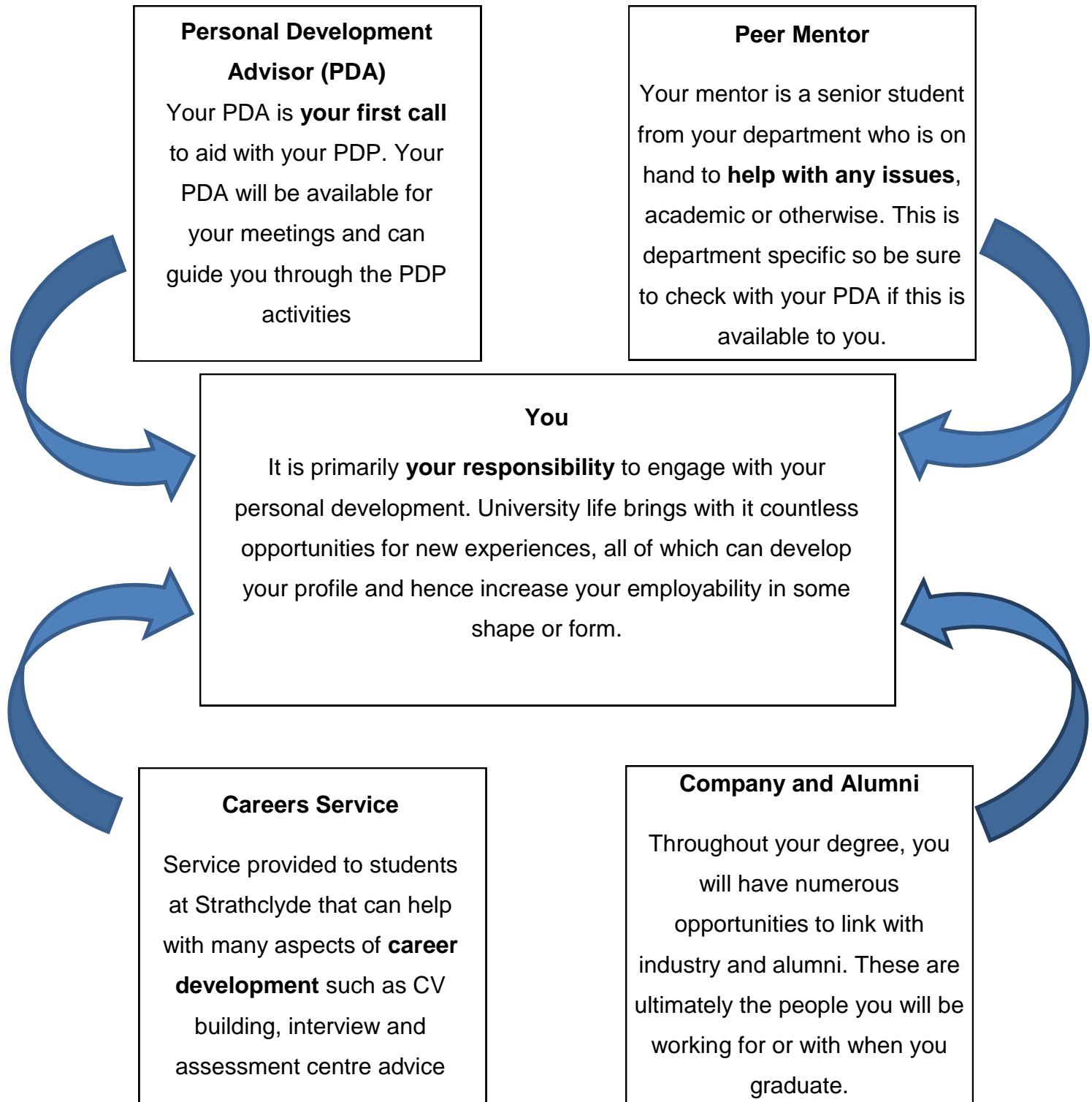
- Give you more control over your future and a clearer sense of direction
- Articulate your experience, especially to graduate employers
- Increase your self-confidence by making you more aware of your abilities
- Help you get more from university than just a degree
- Increase your reflective, strategic, analytical and creative thinking skills
- Identify areas requiring improvement and support

When you graduate from Strathclyde, you will be required by the majority of graduate jobs to follow on to a Continuing Professional Development (CPD) programme. In numerous cases this is a compulsory to employees, so reflective experiences will stand you in good stead for your future professional career.

The place of useful learning

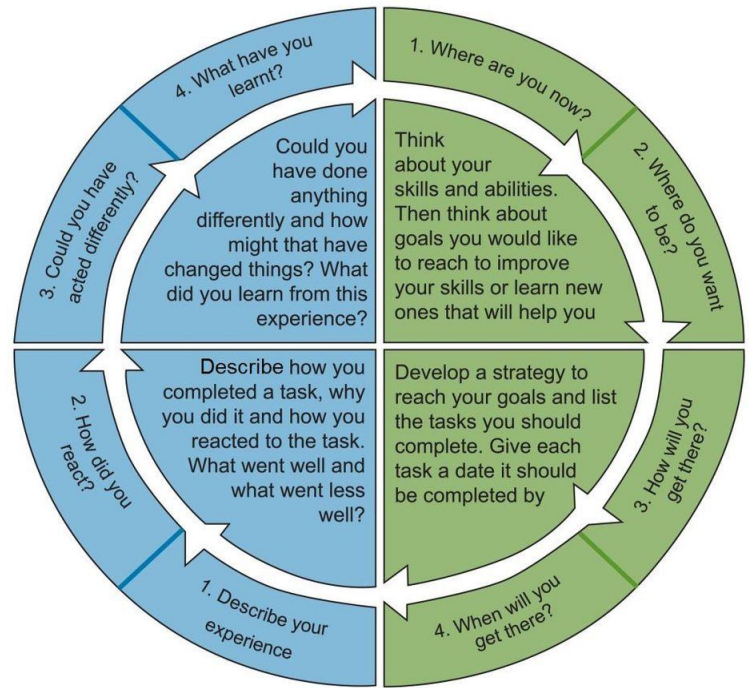
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Roles & Responsibilities



Personal Development Process

Central to the PDP process is this diagram which will help guide you through the process. As you progress through your career you will end up finding a method of reflection that suits you, for now use the **Action Plan** and **Action Plan Review** forms. These are available online and give you questions you can use to identify what you would like to achieve and how you would like to achieve it.



Action Plan

The green section of the diagram shows the kind of questions and points you should be considering when setting yourself goals and strategizing how to reach them. A strong plan provides motivation and documentation of your achievements.

A good way of setting goals is to use the **SMART** criteria. It stands for:

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**elevant
- **T**ime-bound

Action Plan Review

The blue section shows questions that you can use to reflect on tasks you have completed. Reflective thinking is very useful for identifying things you have done well and areas you can still improve.

You can reflect on your experiences in many ways.

A good way of reviewing goals is to use the **STAR** criteria. It stands for:

- **S**ituation
- **T**ask
- **A**ction
- **R**esult

PDA Meetings & Activities

You will have scheduled meetings during your year to discuss your progression. You can meet more times if you want to.

The Action Plan forms are provided as a framework to base the meetings on, but are not necessarily all that should be discussed. Advice and example forms are available online.

Your meetings will be with your PDA. You should bring:

- Your completed Action Plan detailing any goals you want to achieve
- Your strategy of tasks for achieving them
- Target dates for completion of your tasks

“It helps individuals to achieve their best. Think on what you want to achieve in work and if you can think objectively about yourself, you have already got there to a certain degree. Ultimately, the more you do about it the more you achieve.”

For the follow up meeting you should:

- Review your Action Plan, reflecting on your activities/ experiences.
- Complete an Action Plan Review
- New Action Plan to be completed

You may also talk about:

- What you’ve gained from PDP so far
- What you have gained from this year and what you might want from next year

Ernst and Young

Meetings with your **PDA** should be related to **personal development** and ways you can go about attaining the skills you want. For any **curriculum issues** such as credits or your course, you should see your **Advisor of Studies** or an appropriate member of staff.

Throughout the session, you should reflect on lots of different subjects whether that’s academic related like your work in class and results or more personal achievements like sports or developing skills at a part-time job. Keeping a reflective log will record this information and is also very helpful when constructing your CV.

This PDP Handbook is linked with the PDP MyPlace page, which contains details of the structure and activities involved in the PDP programme. However, below are a few of the experiences and resources Strathclyde offers which can all contribute towards personal development.

Study Abroad

Some degrees at Strathclyde offer the chance to spend a semester or year studying abroad. This is a fantastic opportunity to experience a new culture, whilst adding an international dimension to your degree. The university has links with many top universities around Europe and further afield, with students having studied in Europe, North America, New Zealand, Hong Kong, Singapore and Japan.

You may be made aware of any opportunities to study abroad near the start of 1st semester of your 2nd year, which will include information on the application process and logistics. Further information is available at:

www.strath.ac.uk/rio/exchangestudyabroad

Clubs & Societies

Strathclyde University offers a huge number of different clubs and societies that any student is free to join. These cover a wide range from rugby to ultimate frisbee clubs and anime to whisky societies. They can offer both competitive fixtures as well as a good social scene. As all the clubs and societies are student led, there will also be opportunities to help run them in the future and hence improve your CV. Also, if you have an idea for a club or that doesn't exist, there is support to start one yourself!

More information can be found at:

Societies: www.strathstudents.com/clubs

Sports clubs: www.sportsunion.co.uk/

Useful Links

Careers Service: www.strath.ac.uk/careers/

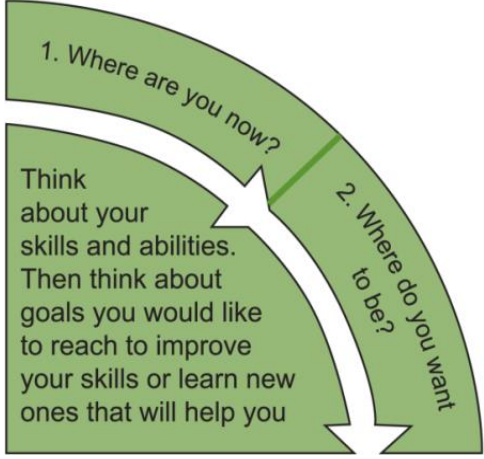
Student Union, Advice Hub:

<http://www.strathstudents.com/advicehub>

Example Action Plan

Academic Context

Where am I now? (Please list your performance to date this year.)				
- How do I rate my performance? - Do I have any academic difficulties?				
Class Code	Ind Mark (s)	Group Mark (s)	Exam	Final
??201	58, 51	66	50	55
??206	67	66		67
??	68		55	58



1. Where are you now?

2. Where do you want to be?

Think about your skills and abilities. Then think about goals you would like to reach to improve your skills or learn new ones that will help you

I think my performance has been okay this year but I have noticed that I am struggling in my exam grades. I am confident with my group work skills but would like to develop a more organised study plan to improve my marks in the next set of exams.

Example Action Plan (Cont.)

Professional & transferable skills

Use the scale below to see how you comfortable you feel with skills used both in first year and as benchmarks for graduate employers.

	Confident	Reasonably confident	Not confident
Exploring & Creating Opportunities	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Analytical thinking and Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Group work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject Knowledge	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Research & note taking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Essay/ report Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Reflective thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Numerical	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Personal

-What are your main interests and or extra-curricular activities? E.g. a band, writing, sports, union societies

-List one strength and weakness within a personal context and articulate why below.

Strengths	Weaknesses
Hockey	Planning
This is a strength because I play hockey regularly and have made the second team for the University team. It is something I am passionate about and excel in. I work well as part of the team and communicate clearly to make successful plays and formations work well.	I often do not plan my work, I can get it done but the quality is not as consistent or done to any strict time scale. It often leads to late night work the day before submission working to the due date and writing off the cuff.

Example Action Plan (Cont.)

2. Where do I want to be?

- What skills need improvement?
- Why do I feel those skills are important?

Specific Measurable Attainable
Relevant Time-bound

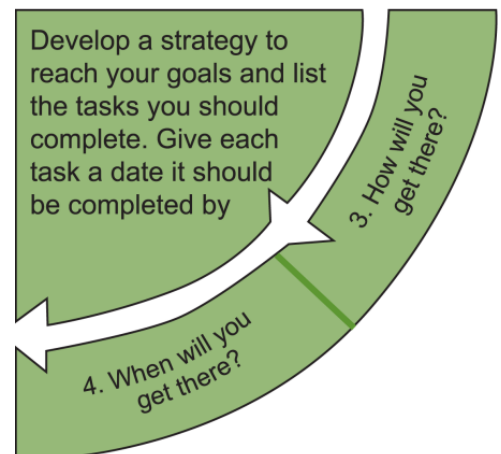
I want to be able to be able to get a 65% or above mark for my next presentation by the end of Semester 2. Being better at presentations will increase my confidence and bring up my average grades. I'm also not great at organising myself which affects my ability to study. I want to become better organised in terms of my class notes and time-keeping.

3. How will I get there?

- What are the steps I should take to achieve my goals?

I could watch some examples of good presentations and see how people act, then try to copy their actions. I will also practice more but in front of people like my flatmates I could use the study skills information on the PDP page.

I will make a study plan before the exams start this year and I will stick to it. I will research the best way to make study plans so that I am most likely to stick to it.



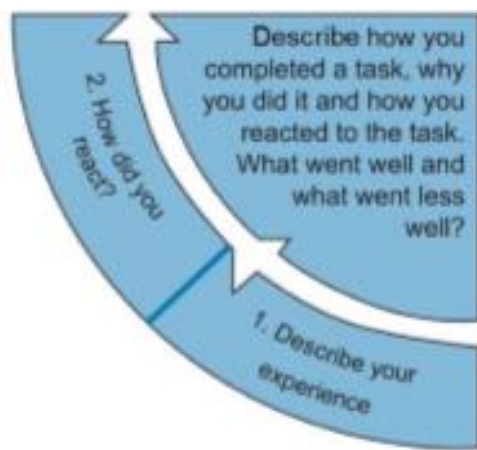
4. When will I get there?

- When do I want to have achieved my goals?

I have a presentation in week 10 so I should have watched and practiced presentations by week 9. I should make a study plan by week 8 which will give me at least 1 month to study for exams.

Example Action Plan Review

What did I do?



1. What was the goal that I set for myself?

The goal I set for myself is to be able to be able to get a 65% or above mark for my next presentation by the end of Semester 2.

2. Rate the statements below

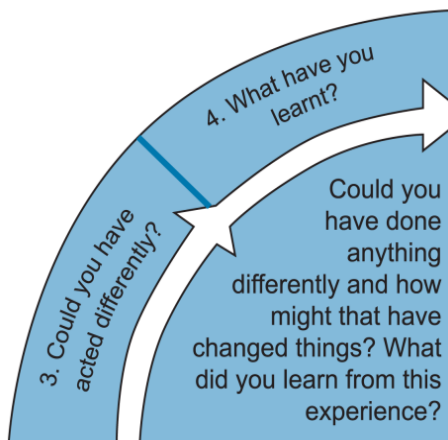
	Confident	Reasonably confident	Not confident
From my last PDA meeting I have reached my goal.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
The Goals I set followed S.M.A.R.T.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Did I use existing university resources e.g. careers service, The Union?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can I articulate these skills clearly using S.T.A.R. For employers?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did I use networking skills or contact friends to achieve my goals?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Example Action Plan (Cont.)

What have I learnt?

3. What positive things have I done? What mistakes did I make?
4. What do I have to improve in my next Action Plan?

Situation	Task
Action	Result



I feel like the presentation I gave in Week 10 was much better than before because I didn't stutter as much as usual. My tutor said my eye contact can still get better, so I want to improve this next.