

Student number: 25024575

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The professional practitioner portfolio

I confirm that I have not used any AI tools in the research of this assignment. I confirm that that I have not presented any AI generated materials as my own work. I confirm I have copies of my drafts, notes, and other resources I used, which I may provide in evidence.

Personal Development Plan

The thinking, knowledge, skills and behaviours that I will change and develop in order to achieve my vision and goals, adhere to my values and become as resilient as possible

No	Improvement and Development Goals	Success Criteria (How I will know when I have made this change)	The actions I will take to achieve the goal	Timelines	What will help me achieve?	Achievements (3 monthly review)
1	To gain more confidence and self-belief.	When I feel more confident and comfortable when doing my assignments.	Do more reading and research during my assignment and ask for help if I feel I need it.	6 months	More productivity, and reduce stress	
2	Improve time management skills.	When I'm not overloading myself with last minute research and i stop procrastinating.	Prioritizing tasks and managing my tasks efficiently, write a plan for each week with time slots available to study .	3 months	Improve productivity and will reduce my stress levels.	
3	Improve self-reflection.	When I'm honest with myself on how things are going, I'm aware of my habits so I can break the bad ones and strengthen the good ones.	Keep a self-reflection dairy, be forgiving to myself when I don't get things to write.	6 months	A smoother, happier university experience.	

4	Establish clear goals.	Will help me Establish clear objectives that conform to the SMART criteria to guide my personal development.	Create an action plan or SMART criteria to guide my personal development.	3 months	Boost well-being and maintain productivity.	
5	Gain better stress management techniques	I will be less stressed and more focused.	Put in various techniques to manage stress, for example taking regular breaks and going for walks when I feel overwhelmed.	3 months	Maintain productivity	
6	Gain better technology skills	I will be able to do my assignments a lot more easily and know how to use a laptop better.	Ask the university for a study skills session, look for an IT course that will help me.	3 months	Better productivity and find writing my assignments a lot easier and less stressful.	

Personal self-reflection.

Over the last few months, I've come to understand how important communication is for my personal and academic development. Whether I'm talking with family and friends or my fellow students and my lecturers, I've seen how the way I communicate and how well I listen can greatly affect my progress at university and in general life. I realize I find speaking up or asking for help comes very difficult for me and I need to improve in this area.

One of the first things I realized was that a lot of my struggles come with fear of being judged or misunderstood this leads me to overthink my words and actions so I often just stay quiet and then my stress levels build up, and I can't see no way out. Where ideally if I just spoke up and asked for help or advice then it would make things a lot easier.

To get better at communicating I'm going to take steps to begin active listening and asking questions for clarification, and seeking help if I need to, and try and overcome my fear of being judged and misunderstood.

Going forward I intend to continue to strengthen my communication skills and seek feedback.