



Cynllun datblygu
personol

Profesional
development plan

Eilir Owen Griffiths

2024

The background features a dark grey area on the left containing the text. To the right, there are several organic, wavy shapes in teal, brown, and yellow. These shapes are decorated with various patterns: the teal shape has a white dotted pattern, the brown shape has a white dotted pattern, and the yellow shape has a white cross pattern. Small black wavy lines are scattered across the white background.

Tasg wythnos dwethaf

Last weeks task

- Ystyriwch 3 nod yr hoffwch ei gyflawni cyn eich penblwydd nesaf
- Consider 3 goals that you want to achieve before your next birthday

"A GOAL IS A DREAM WITH A DEADLINE"

Gosod nod

Setting a Goal

- Gosod nodau yw'r broses o nodi rhywbeth yr ydych am ei gyflawni a sefydlu amcanion mesuradwy a phenodol i'w gyflawni.
- Y nodau yw eich canlyniadau dymunol yr ydych chi neu'ch tîm wedi ymrwymo i'w cyflawni o fewn amserlen benodol.
- Mae'n cynnwys gosod amcanion tymor hir a thymor byr sy'n eich helpu i ganolbwyntio ar eich nodau, olrhain eich cynnydd, a chyrraedd y canlyniad a ddymunir.
- Goal-setting is the process of identifying something you want to accomplish and establishing measurable and specific objectives to achieve it.
- Goals are your desired results that you or your team are committed to achieving within a specific time frame.
- It involves setting long-term and short-term objectives that help you stay focused on your goals, track your progress, and attain the desired result.



“If you aim at nothing you will hit it every time” - Zig Ziglar



Pam fod gosod nodau yn bwysig?

Why is goal-setting important?

- Mae gosod nodau yn bwysig oherwydd ei fod yn darparu cyfeiriad a phwrpas mewn bywyd. Pan fyddwch chi'n gosod nodau, rydych chi'n nodi'r hyn rydych chi am ei gyflawni a'r hyn sydd angen i chi ei wneud i'w gyflawni. Mae'n eich cymell i weithredu, boed hynny yn eich bywyd personol neu broffesiynol, ac yn rhoi ymdeimlad o reolaeth i chi dros eich dyfodol.
- Mae nodau hefyd yn eich helpu i weld y darlun ehangach ac yn rhoi ymdeimlad o gyflawniad i chi ar ôl i chi eu cyflawni.
- Dyma rai o'r nifer o resymau pam mae gosod nodau realistig i chi'ch hun a'ch tîm yn bwysig.
- Goal-setting is important because it provides direction and purpose in life. When you set goals, you identify what you want to achieve and what you need to do to achieve it. It motivates you to take action, whether it's in your personal or professional life, and gives you a sense of control over your future.
- Goals also help you to see the bigger picture and provide you with a sense of accomplishment once you achieve them.
- Here are some of the many reasons why setting realistic goals for yourself and your team is important.

- Mae'n rhoi ymdeimlad o gyfeiriad
- Mae cymryd yr amser i feddwl am yr hyn rydych chi ei eisiau mewn bywyd yn rhoi ymdeimlad o bwrpas i chi.
- Er enghraifft, fe allech chi greu cynllun pum mlynedd yn seiliedig ar sut beth rydych chi am i'ch bywyd edrych mewn pum mlynedd. Gall cael y cynllun hirdymor hwn eich helpu i symud o freuddwydio i wneud go iawn.
- Yn y brifysgol, mae gosod nodau yn helpu i osod llwybr clir i ble rydych am i'ch astudiaethau fynd.

- It gives a sense of direction
- Taking the time to think about what you want in life gives you a sense of purpose.
- For example, you could create a five-year plan based on what you want your life to look like in five years. Having this long-term plan can help you move from just dreaming to actually doing.
- In university, setting goals helps to set a clear path to where you want your studies to go.

Mae'n help i feddwl am y darlun llawn It helps to see the bigger picture

- Mae gosod nodau yn ein helpu i gymryd cam yn ôl a chael rhywfaint o bersbectif ar yr hyn sy'n wirioneddol bwysig. Dyma'r cam cyntaf tuag at greu bywyd llawn ystyr.
- Setting goals helps us take a step back and get some perspective on what's really important. It's the first step toward creating a life full of meaning.

Mae'n darparu cymhelliant...

It provides motivation...

- Yn naturiol mae gosod nodau uniongyrchol yn rhoi rhywbeth i chi anelu ato. Bydd cael nod benodol yn eich cymell chi (a'ch tîm) i fwrw mlaen.
- Fel aelod o dîm (cast sioe/dosbarth astudio) mae cael gweledigaeth glir o'r hyn y mae eich tîm yn anelu at ei gyflawni yn rhoi ysbrydoliaeth a chymhelliant. Mae gweithio gyda'ch tîm i symud tuag at nod cyffredin yn gymhelliant ac yn rhoi boddhad, gan roi pwrpas i'ch tîm.
- By nature, consciously setting goals gives you something to aspire to. Having a specific goal will motivate you (and your team) to put your best foot forward.
- As a team member (show cast/class), having a clear vision of what your team is aiming to achieve provides inspiration and motivation. Working with your team to move toward a common goal is motivating and satisfying, giving your team purpose.

S.W.O.T

- Cryfderau
- Gwendidau
- Cyfleoedd
- Bygythiadau

- Strengths
- Weaknesses
- Opportunities
- Threats

Ystyriwch eich dosbarth fel cwmni theatre
Consider your cohort as a theatre company

- Defnyddiwch S.W.O.T. Analysis
- Use S.W.O.T analysis

S/C

W/G

O/C

T/B

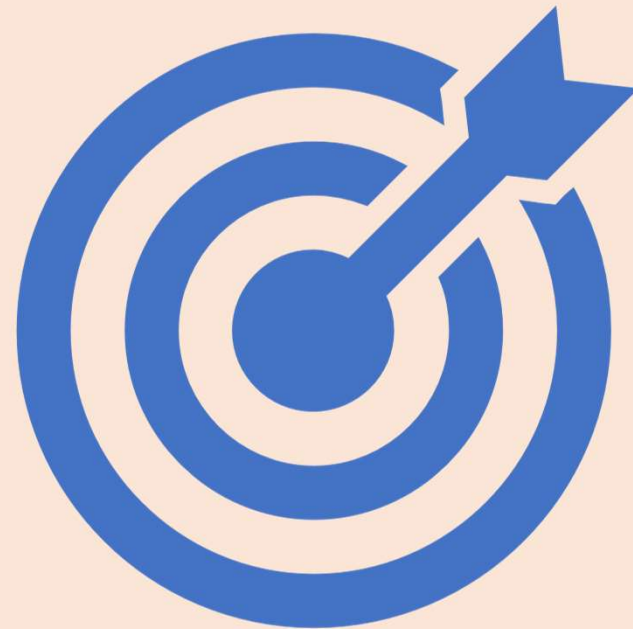
Mae'n rhoi mwy o reolaeth dros eich dyfodol

It gives you greater control of your future

- Mae gosod nodau yn eich gosod mewn rheolaeth o'ch bywyd. Dim ond trwy ysgrifennu nodau, rydych chi'n cydnabod yr hyn rydych chi ei eisiau allan o fywyd.
- Dyma'r cam cyntaf tuag at gymryd rheolaeth o'ch dyfodol.
- Setting goals puts you in the driver's seat of your life. Just by writing down goals, you are actively acknowledging what you want out of life.
- It's the first step toward taking control of your future.

**Sut i osod nodau
cyrhaeddadwy**

**How to set achievable
goals at work and in life**



Gosod nodau Personol

- Gadewch i ni edrych ar dri awgrym ar gyfer gosod nodau personol

Personal goal-setting tips

- Let's take a look at three tips for setting personal goals.

1. Ystyried eich angerdd

- Rhan o'r broses ar gyfer gosod nodau bywyd ddylai fod penderfynu beth sy'n eich ysbrydoli a beth yw eich gwerthoedd. Dylech fod yn angerddol am eich nodau os ydych am eu cyflawni yn y tymor hir.
- Dylai eich nodau fod yn ystyrlon i chi a rhoi ymdeimlad o falchder i chi ar ôl i chi eu cyrraedd.

1. Consider your passions

- Part of the process for how to set life goals should be deciding what inspires you and what your values are. You should be passionate about your goals if you want to achieve them in the long run.
- Your goals should be meaningful to you and provide you with a sense of pride once you meet them.

2. Gosod nodau y gallwch reoli

- Os yw 'ch nod yn seiliedig ar rywbeth y tu allan i'ch rheolaeth, ni fyddwch yn gallu rheoli a ydych chi'n ei gyflawni ai peidio.
- Ni ddylai eich nodau personol fod yn ddibynnol ar bobl eraill. Ni ddylent ychwaith fod yn ddibynnol ar ffactorau allanol nad oes gennych unrhyw reolaeth drostynt.
- Byddwch yn realistig am yr hyn y gallwch ac na allwch fod yn uniongyrchol gyfrifol amdano.

2. Set goals you can control

- If your goal is based on something outside of your control, you won't be able to control whether or not you actually achieve it.
- Your personal goals shouldn't be dependent on other people. They also shouldn't be reliant on external factors that you have no control over.
- Be realistic about what you can and can't be directly responsible for.

3. Ystyried eich dyfodol

- Cymerwch amser i feddwl o ddifri sut yr hoffech i'ch bywyd edrych. Beth mae eich dyfodol delfrydol yn ei olygu?
- Er enghraifft, os ydych chi'n gosod nodau gyrfa personol, gofynnwch rai cwestiynau i chi 'ch hun a fydd yn eich cyfeirio at y cyfeiriad cywir.
- Ydych chi eisiau bod yn llawrydd?
- Ydych chi eisiau gweithio i sefydliad penodol?
- Faint o arian ydych chi am ei ennill?
- Hyd yn oed os na fydd y cwestiynau hyn yn eich helpu ar unwaith i ddewis llwybr gyrfa penodol, byddant yn sicr yn gwneud ichi sylweddoli'r hyn nad ydych am i'ch nodau gyrfa

3. Imagine your future

- Take some time to really think about what you'd like your life to look like. What does your ideal future entail?
- For example, if you're setting personal career goals, ask yourself some questions that will point you in the right direction.
 - Do you want to be freelance?
 - Do you want to work for a specific organisation?
 - How much money do you want to earn?
- Even if these questions don't immediately help you pick a specific career path, they will certainly make you realise what you don't want your career goals to be.

SMART goals

- Nid ydych chi'n mynd i gyflawni'ch nodau os nad ydyn nhw'n CAMPUS. Os nad ydych wedi clywed am nodau SMART eisoes, dyma nodau: fod.
- You're not going to achieve your goals if they aren't SMART. If you haven't heard of SMART goals already, they are goals that are:

Specific

- Nid oes unrhyw bwynt gosod nodau amwys nad ydynt yn cyflawni unrhyw beth penodol.
- Canfu ymchwil gan grewyr theori gosod nodau, Locke & Latham, fod nodau penodol a heriol mewn 90% o astudiaethau a gynhaliwyd yn arwain at berfformiad uwch na phan osodwyd nodau hawdd i bobl, nodau “gwnewch eich gorau”, neu dim nodau yn l gyd.
- Mae’n bwysig cael nodau clir a sefydledig, er mwyn osgoi pennu nodau mor eang o bosibl fel eu bod yn llethol ac felly’n rhy anodd eu rhoi ar waith.
- There’s no point in setting vague goals that don’t achieve anything specific.
- Research by the creators of goal setting theory, Locke & Latham, found that in 90% of studies conducted, specific and challenging goals lead to higher performance than when people were set either easy goals, “do your best” goals, or no goals at all.
- It’s important to have clear and established aims, to avoid potentially setting goals so broad that they are overwhelming and therefore too difficult to set into action.

Mesur Measurable

- Unwaith y byddwch wedi gosod nod penodol, mae'n bwysig gallu mesur llwyddiant neu gwblhau'r nod.
- Nid oes rhaid i hyn fod yn yr ystyr draddodiadol, fel ar raddfa rifol neu ystadegyn, mae'n rhaid iddo fod yn fesuradwy mewn rhyw ystyr, fel ei fod yn glir pan fyddwch wedi cyrraedd neu'n agos at gyrraedd eich nod.
- Once you have a specific goal pinned down, it's important to be able to measure the success or completion of the goal.
- This doesn't have to be in the traditional sense, like on a numeric scale or a statistic, it just has to be measurable in some sense, so that it is clear when you have reached or are close to reaching your goal.

Cyraeddadwy / Attainable

- Rhaid l'r nod fod o fewn cyrraedd
- A SMART goal must be within reach.

Perthnasol / Relevant

- Mae'n hanfodol bod unrhyw nodau a osodir ar gyfer timau neu unigolion yn berthnasol i'ch nodau cyffredinol.
- Wrth gwrs, mae cwblhau nodau yn bwysig, ond mae cyrraedd y nod mewn amgylchedd gadarnhaol yn bwysig.
- It is essential that any goals set for teams or individuals are relevant to your overall aims.
- Of course, goal completion is important, but it is important that this is achieved in a positive environment.

Amserol / Time-bound.

- Rhaid i nodau fod yn gysylltiedig ag amser. Nid yw'n gynhyrchiol gosod terfyn amser rhy bell yn y dyfodol ar gyfer tasg syml, na therfyn amser afrealistig o fyr ar gyfer rhywbeth cymhleth sy'n cymryd llawer o amser.
- Gall y perygl cyffredin hwn fod yn hynod ddigalon. Rydych chi naill ai'n cael eich gadael gyda digonedd o amser pan nad ydych chi'n gwrthio'ch hun, neu'n cael eich gadael yn teimlo dan straen a diffyg cymhelliant pan fyddwch chi'n methu â chwblhau nodau o fewn yr amserlen a ddarperir.
- Goals must be time-related. It's not productive to set a deadline too far in the future for a simple task, or an unrealistically short deadline for something complex and time-consuming.
- This common pitfall can be incredibly demotivating. You are either left with an abundance of time in which you are not pushing yourself, or left feeling stressed and demotivated when you fail to complete goals in the time frame provided.

Gwnewch eich nodau eich hun yn weledol / Make your goals visible

- Ysgrifennwch nhw lawr
- Gosod nhw i fyny yn eich ystafell

- Write them down
- Put them up in your rooms

- Plan to work, work

PDP goals?

There are seven steps to writing a PDP:

1. Set yourself goals.
2. Prioritise those goals.
3. Set yourself deadlines for when you want to achieve them.
4. Recognise threats and opportunities.
5. Develop your skills or increase your knowledge.
6. Use your support network.
7. Measure your progress.

‘Business Wales’ PDP

- **Your PDP will help you...**
 - record current qualifications and skills
 - identify your training goals
 - set out your long term objectives and short term goals
 - identify which training courses will help you improve existing skills or learn new ones
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

Task

- 1) determine your long term and short term career aspirations and personal objectives
- 2) Identify your experience, skills, knowledge and understanding - where you are
- 3) set short term and long term objectives for your development - where you want to go
- 4) identify the gap between where you are and where you want to go - researching how others have reached similar career goals

Typical examples of content:

- identify any gaps between the current and future requirement of your industry and your current knowledge, understanding and skills
 - identify the time and other resources needed to achieve your development objectives
 - produce a development plan, outlining your learning needs
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right. It is partially cut off by the right edge of the slide.

Typical Formats

Personal Development Plan Template

Personal Development Plan

Name	Organization	Team	From:	To:
------	--------------	------	-------	-----

Training, Learning & Development needs	Priority	How will this be met? (short course; e-learning; NVQ; shadowing etc)	Target date	Cost	Source of funding (e.g. organization; college; SCTP etc)	Evaluation – what have you learnt?	Evaluation – how much difference has this made to how you do your job?
1.							
2.							
3.							
4.							
5.							
6.							

Typical Formats

Personal Development Plan Template

Personal Development Plan

	SKILL	CURRENT ABILITY	TARGET ABILITY	DEVELOPMENT OPPORTUNITY	CRITERIA TO JUDGE SUCCESS	TIME FRAME	EVIDENCE
1 st PRIORITY							
2 nd PRIORITY							
3 rd PRIORITY							

Typical Formats

Personal Development Plan Template



#	GOAL	DEADLINE	ACTIONS	SKILLS (KNOWLEDGE) NEEDED	PROGRESS
1			1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	
2			1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	
3			1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	

Free Personal Development Plan (PDP) Example Template



What are my big goals?	Which goals need to happen first?	When do I want to achieve this?	What obstacles might get in my way?	How can I improve my chances of meeting my goal?	Where can I go for support?	Review: How am I doing?
Saving a deposit:	1. Set aside 10% of my wage each month in an interest account that I cannot touch. 2. Set a goal for how much I want to save and figure out how long it will take to get you there.	I want to have a £X,000 deposit by the age of 27.	• Not putting money into account. • Unexpected bills such as my car breaking down. • Choosing an interest account that is unsuitable.	• Get a bank account that I cannot access until 27. • Create a standing order that transfers money on payday. • Speak to an advisor at the bank to get best account for saving a deposit.	• Bank. • Financial advisors. • Parents • Friends who've gone through the process.	
Completing a PhD:	1. Learn about the PhD application process. 2. Find a suitable university and supervisor. 3. Look at funding routes. 4. Create and submit my PhD application. 5. Work on my academic CV by publishing a paper in my chosen field and attending conferences.. 6. Networking with academics (online and at conferences).	I would like to have found a funded PhD place by the end of 2018.	• Missing out on PhD funding. • Lack of motivation. • Lack of knowledge or out of date knowledge. • A bad CV or application.	• Set up RSS feed and email alerts to notify me about new PhDs. • Keep focused on topic and continue to read around subject to keep up to date. • Read guides on how to apply and get advice on academic CV.	• Lecturers. • Careers advisors. • Websites like findaphd.co.uk and jobs.ac.uk. • University staff.	

What are my big goals	What are my small goals?	When do I need to achieve this?	What obstacles might get in my way?	How can I improve my chances of meeting my goal?	Where can I go for support?	Review: How am I doing?
Completing my BA in	- Completing every module - Good Attendance - First Class Honours	- July 2025	- Health - Other students - Money	- Work hard - Engage fully with the programme	Student Services Lecturers Family Friends	
Completing an MA						
Work as an Actor						

Tasg Task

- Create your Professional Development Plan
- This plan will form the basis for your 3min Presentation

