

The background is a dark blue gradient with a subtle pattern of white dots. On the left side, there are several concentric circles and a large circular scale with degree markings from 140 to 260. The scale is white and has a dashed line with an arrow pointing clockwise. There are also some smaller circular elements and arrows scattered around the scale.

MY PERSONAL DEVELOPMENT PLAN

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I) INTRODUCTION

A- ABOUT MYSELF

- I AM ABDOUL KADER BOUDABES a student at the University of Wales Trinity Saint David, I graduated at GSM (bachelor degree in accounting and finance) prior to this I also hold a certificate in English and AAT accounting.
- In real life I am a manager at Tesco meaning I have lots of responsibility, and I manage about 50 people on the daily basis.
- My aim by doing this course is to be able deal with my weaknesses and learn new skills sets to allow me to reach greatness.
- Academic and employability course done with JOANNA WALSH , allowed me to learn a lots about Time management, write a report, reflective report, paraphrasing and referencing. Also learn about my own personality.
- I would like to work for the NHS in the administration as a manager of a department as a already have managerial skills.

B) PERSONAL PROFESSIONAL DEVELOPMENT (PPD)

- Personal and Professional Development is the personal qualities , soft skills as well as technical skills growth for the improvement of the workplace or career and the compile of formal and informal learning experiences across one's career (Stern and Bracket, 2012).
- PPD helps in personal life by creating a good thinking ability, a good and sincere relationship with others, also helps maintain a good relationship with the industry, a good personality and good career by giving full attention to the workplace.

B-1) IDENTIFICATION AND EVALUATION OF THE SKILLS

TIME MANAGEMENT: Managing time is the hardest skills and for that I am sometimes late at meetings, deadlines at work and projects completion. Time management is one of the most important factor in the organization. Within a certain time , frame, I am not able to complete a quality work because of the time pressure and requirements.

I need to consider some factors while managing time , like prioritizing the task ahead, scheduling and creating a to-do list , resting , self-motivating myself, self-awareness is necessary while working (Ekaterina and Natalia , 2017).

LEADERSHIP: Leadership is the manner of providing the direction, motivating people and implementing the plan. We have different Leadership styles, such as Democratic, Autocratic, transitional and Transformational, laissez-faire(Renko, et Al., 2005).

DECISION MAKING AND PROBLEM SOLVING: Decision and problem solving are closely related and both skills need creativity of discovering options and brainstorming is needed for that. I need to follow steps, at first identifying the problem, exploring alternatives, selecting an alternative , implementing the solution and finally evaluate the situation. For Decision making, I need to frame the decision, innovate to address my needs as well as identifying alternatives, managing the outcomes and framing the related alternatives(Taylor, 2013).

COMMUNICATION SKILLS: communication skills are the ability to convey messages to others most effectively (Merckaert et al., 2015). Communication skills build a solid relationship in the workplace, develop respect for everyone, create empathy for others, helps us to succeed in career and personal life.

II- MAIN BODY

A) MY SWOT ANALYSIS

S	Technological skills(computerized skills like word-excel-PowerPoint), good communication skill, flexible and reliable, calm in crisis and pressure.
W	Bad planning skill, Bad Time management, get bored easily, Hate criticism.
O	New career direction, Experience in a different environment, Better earnings prospects, Moving towards a great opportunity.
T	No experience working in hospitals , Competitive market, Not used to work in different outside retail.

B) APPLYING PDP THEORIES & MODELS

- GIBBS REFLECTIVE CYCLE

There are different Personal and Professional development models and theories but amongst those **GIBBS** Reflective Cycle Model is the model that I will choose to implement in life for a career purpose.

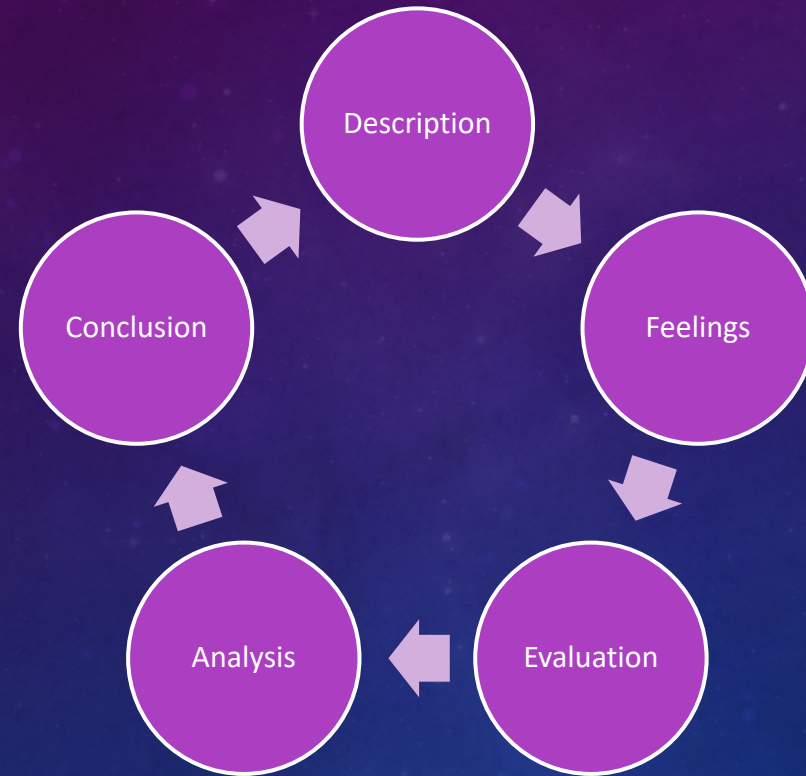
This Model is used particularly to help people learn for a situation which people experience daily, Many people learn from experience and sometimes experience isn't enough.

People need to reflect their experiences from theories , principles , or rules to guide them properly or to be working in the right manner at all times(Husobø et al., 2015).

GIBBS reflective cycle has six steps which will help me reflect on the way I want to change my habits , behavior and my experience at work.

The steps consist of **Description-Feeling-Evaluation-Analysis-Conclusion-Action plan**.

GIBBS REFLECTIVE CYCLE (FIGURE 1)



TO FOLLOW:

- Description : This is the first step; I will describe or illustrate what happened. For example describe the position as it is .
- Feelings: In this second step , I will say how I feel in the moment , I should not be judgmental .
- Evaluation: I will evaluate my experience objectively and do the right thing, focus on the task ahead , see my strengths and weaknesses and adjust accordingly.
- Analysis: this is the step where I have to conduct my researches(reflect) about my new working place, advantages , benefits, contrasts, difficulties.
- Conclusion: In this conclusion after analyzing different options available to me , I can finally draw conclusions on what to expect in the new role, using information collected in my analysis(Dhaliwal et al., 2018).
- Action plan: this the last step in GIBBS reflective Cycle, I will act according to my researches, findings, analysis and conclusion; I will then draw a Plan to organize myself better to succeed in my workplace.

III) CONCLUSION

- In a nutshell, Personal and Professional Development (PPD) or Personal Development Plan(PDP) is used for career Development of any individual or the Growth of an individual in different areas like personal qualities, technical skills and soft skills Development.
- PDP will help me develop my capability in the workplace, my SWOT analysis will definitely help me tackle my weaknesses and strengthen my strengths for a huge improvement in my career life.
- The reflective model I picked is the GIBBS model of reflective cycle which I think suit my way of thinking, having an action plan will allow me to forecast ahead and plan accordingly .

IV) REFERENCES

- Figure 1- GIBBS Reflective Cycle (Markkanen et al., 2020)
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