

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 this help me to achieve?	Achievements (3 monthly review)
1	Strengthen my reflective practice, academic writing, and time management skills to succeed in my Early Years Education course.	I meet all deadlines, produce well-structured assignments, and demonstrate improved use of reflective models. Tutor feedback shows progress in academic writing and self-reflection.	• Attend university workshops on academic skills and reflection. • Read key module texts (e.g., Lindon & Trodd, Hallet). • Use a weekly planner for tasks and deadlines. • Apply Gibbs' and Kolb's reflective models when reviewing feedback.	Sept–Dec 2025	Improved academic confidence, stronger reflection, and effective workload management.	(To be completed later)
2	Develop my communication, confidence, and teamwork skills for collaborative Early Years practice.	I actively contribute to group discussions and tasks. Peer and tutor feedback reflects confidence and professionalism.	• Participate in seminars and group projects. • Observe communication styles in Early Years settings and volunteering settings. • Seek feedback and reflect on performance.	Oct 2025–Jan 2026	Improved interpersonal skills and readiness for professional teamwork.	(To be completed later)

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			• Practice clear, professional communication in written and verbal tasks.			
3	Build confidence using digital tools (Moodle, Turnitin, MS Word, referencing tools) to complete coursework effectively.	I can independently upload assignments, format documents correctly, and reference sources using Harvard style.	• Practice uploading draft work on Moodle. • Use referencing generators responsibly and double-check accuracy. • Ask for IT support when needed.	Sept–Nov 2025	Greater independence and confidence in completing and submitting digital coursework.	(To be completed later)
4	Improve understanding of professional values and ethics in Early Years practice.	My written and verbal work shows understanding of professional conduct, inclusion, and safeguarding principles.	• Engage with readings on professionalism (McMahon & Dyer, 2018; Lindon & Trodd, 2016). • Reflect on values through case studies and class discussions. • Relate theories to practice observed during volunteering	Oct–Dec 2025	Stronger foundation in Early Years ethics and reflective professionalism.	(To be completed later)

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5	Develop resilience and adaptability in managing study alongside family commitments.	I maintain consistent study habits, meet deadlines, and balance personal and volunteer responsibilities effectively.	• Create realistic weekly schedules. • Use family support during intensive study periods. • Practice stress-management techniques (breaks, mindfulness). • Reflect on challenges faced balancing coursework and school volunteering.	Ongoing 2025– 2026	Improved personal resilience, motivation, and balance between home, study, and volunteering.	(To be completed later)
6	Enhance observation and reflective recording skills to prepare for Early Years placements.	I can complete observations accurately and reflectively, linking findings to theory and child development frameworks.	• Practice observations using case studies. • Review examples of professional observation notes. • Apply reflective models (Gibbs, Driscoll) when writing reflections. • Seek tutor feedback on observation exercises.	Jan–Apr 2026	Stronger preparation for future placement and improved analytical skills.	(To be completed later)
7	Explore career pathways and professional development	I can identify potential career routes and skills needed for	• Research Early Years roles and professional standards.	Feb–June 2026	Clearer career direction and readiness for	(To be completed later)

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	opportunities within Early Years education.	each. I feel more confident about my professional direction.	• Update CV and LinkedIn profile to include volunteering experience. • Reflect on long-term goals in PDP review.		professional progression.	

References

Lindon, J. and Trodd, L. (2016) *Reflective Practice and Early Years Professionalism*. 3rd edn. London: Hodder Education.

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University of Wales Trinity Saint David (2025) Personal Development Plan (PDP) Template