

PDP Final

by Jordan Sparkes

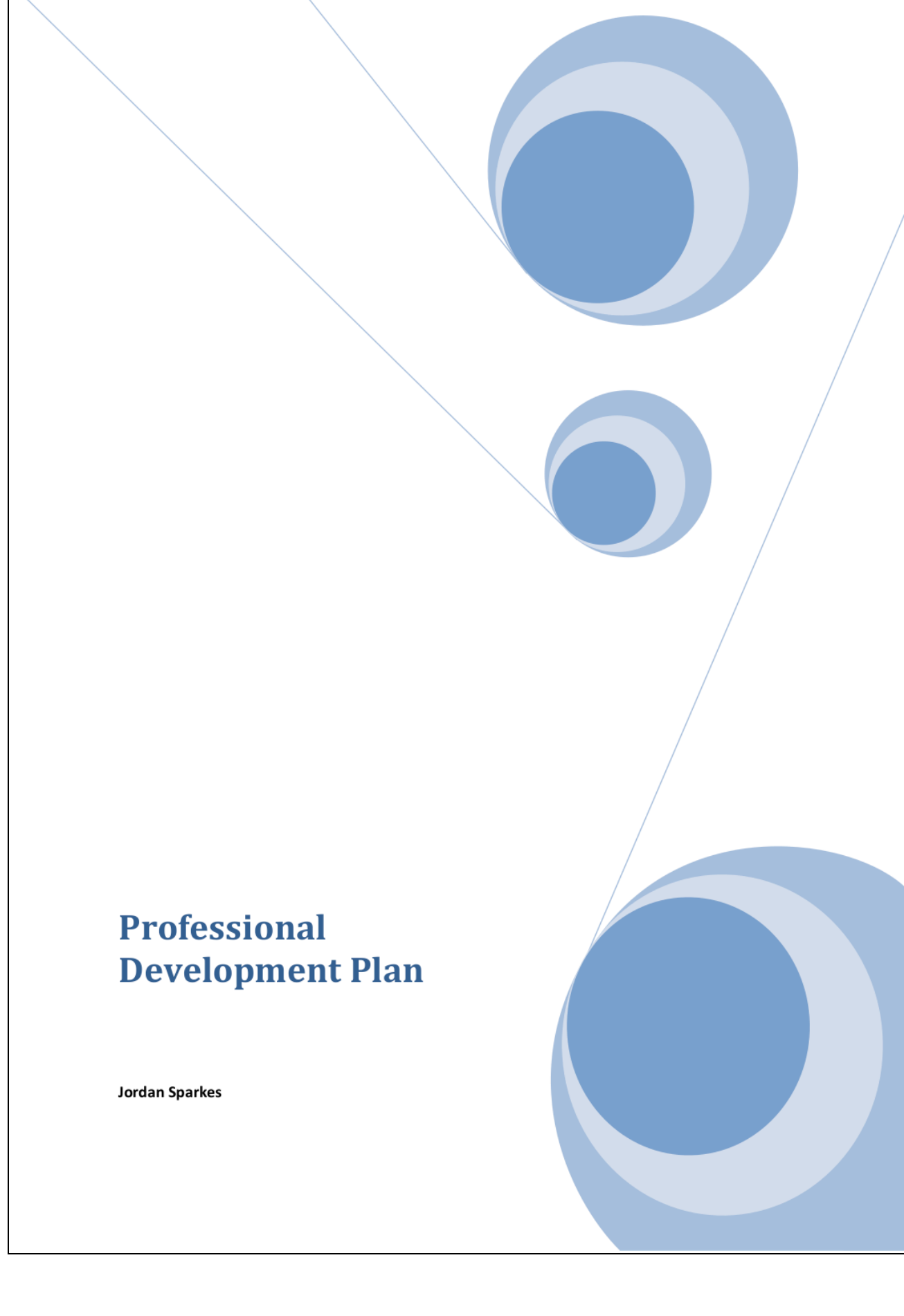
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The background of the page features an abstract graphic design. It consists of three sets of concentric circles in various shades of blue. One large set is in the top right, a smaller set is in the middle right, and another large set is in the bottom right. Two thin, light blue lines originate from the top left and extend diagonally across the page, passing near the circles.

Professional Development Plan

Jordan Sparkes

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Self Evaluation

After careful consideration i have established several of my key strengths, weaknesses and traits which i have evaluated and documented below.

Strengths:

- Organized and punctual in some areas
- Effective communication skills, both written and verbal but mostly written
- Ability to work under pressure and problem solve

Weaknesses:

- Difficulty multitasking efficiently, which sometimes affects productivity. This is an issue in both my education and working environments.
- Limited knowledge of techniques such as citations.
- A tendency to procrastinate on tasks that are less engaging or don't seem to interest me

Traits:

- Adaptable to changes in the workplace and academic environment
- Eager to learn new skills and committed to continuous improvement
- Focused on learning new skills and information

Through this self evaluation, I have identified both strengths and areas for my growth. By improving my multitasking skills and gaining proficiency in technical skill and tools, I can enhance my efficiency and contribute more effectively to my academic and professional pursuits.

Professional Development Plan

Using the Gibbs Reflective Cycle which i found to be the most effective for my skill level, I have evaluated feedback from previous tasks and activities. This process has highlighted the importance of focusing on skill development in public speaking and technical expertise to support my future career aspirations.

I recently realized that my database design skills need improvement to meet the requirements of my current academic and career goals. While I have a basic understanding, I often struggle with creating efficient and normalized databases, which are possibly critical for my future aspirations in IT. For example, during a university module, I found it challenging to design an Entity Relationship Diagram (ERD) and translate it into a functioning database schema. This prompted me to consider pursuing additional training.

At the time, I felt frustrated and overwhelmed because I couldn't meet the expectations of the assignment on my own. However, I also felt motivated to address this gap in my knowledge, as I enjoy problem solving and want to build a solid foundation for my future career. The positive aspect of this experience was that it highlighted a clear area for growth, and I began to explore potential learning resources like Microsoft Learn and LinkedIn Learning. On the downside, my lack of confidence in this area affected my overall performance during the module and i am yet to know how well i actually did.

This gap in skills likely stems from limited practical experience and insufficient engagement with materials outside class. While I had the theoretical knowledge, I had not dedicated enough time to hands on practice. This experience taught me that consistent practice and seeking external learning opportunities are essential for mastering topics like database design.

I could have prepared better by dedicating more time to understanding database concepts and completing practice exercises earlier. Collaborating with peers or seeking guidance from tutors could have also helped. In the future, I will take proactive steps to address skill gaps by creating a structured learning plan and utilizing online resources. To improve my database design skills, I will try to dedicate at least two hours weekly to practicing database exercises such as creating a personal project where I design and implement a database to reinforce learning.

Other areas I feel I could improve in by using many of the same methods are my public speaking abilities and also progressing in my current career position by obtaining some additional qualifications.

SMART Goals

Goal 1: Improve Public Speaking Skills

- Specific: Practice delivering presentations in a smaller setting to get used to the idea
- Measurable: Deliver at least three presentations by the end of the academic term
- Achievable: Utilize university provided resources and any online resources
- Relevant: Essential for roles requiring effective communication and confidence
- Time bound: Achieve this goal within four months

Goal 2: Enhance Technical Skills in my current career

- Specific: Complete an online course in advanced food hygiene practices
- Measurable: Obtain certifications from platforms like LinkedIn Learning or my company's own learning platform
- Achievable: Dedicate two hours per week for learning and practice
- Relevant: These skills are crucial for improving productivity and my chances to progress
- Time bound: Achieve this goal within six months

Goal 3: Enhance Database Design Skills

- Specific: Complete an online course on database design and apply the knowledge by creating a personal project involving an ERD and database schema
- Measurable: Complete the course, pass all assessments, and build a functional database for a specific project
- Achievable: Dedicate at least two hours per week for learning and practical application
- Relevant: These skills directly address gaps in my academic performance and prepare me for potential future roles in IT or data management
- Time bound: Achieve this goal within six months

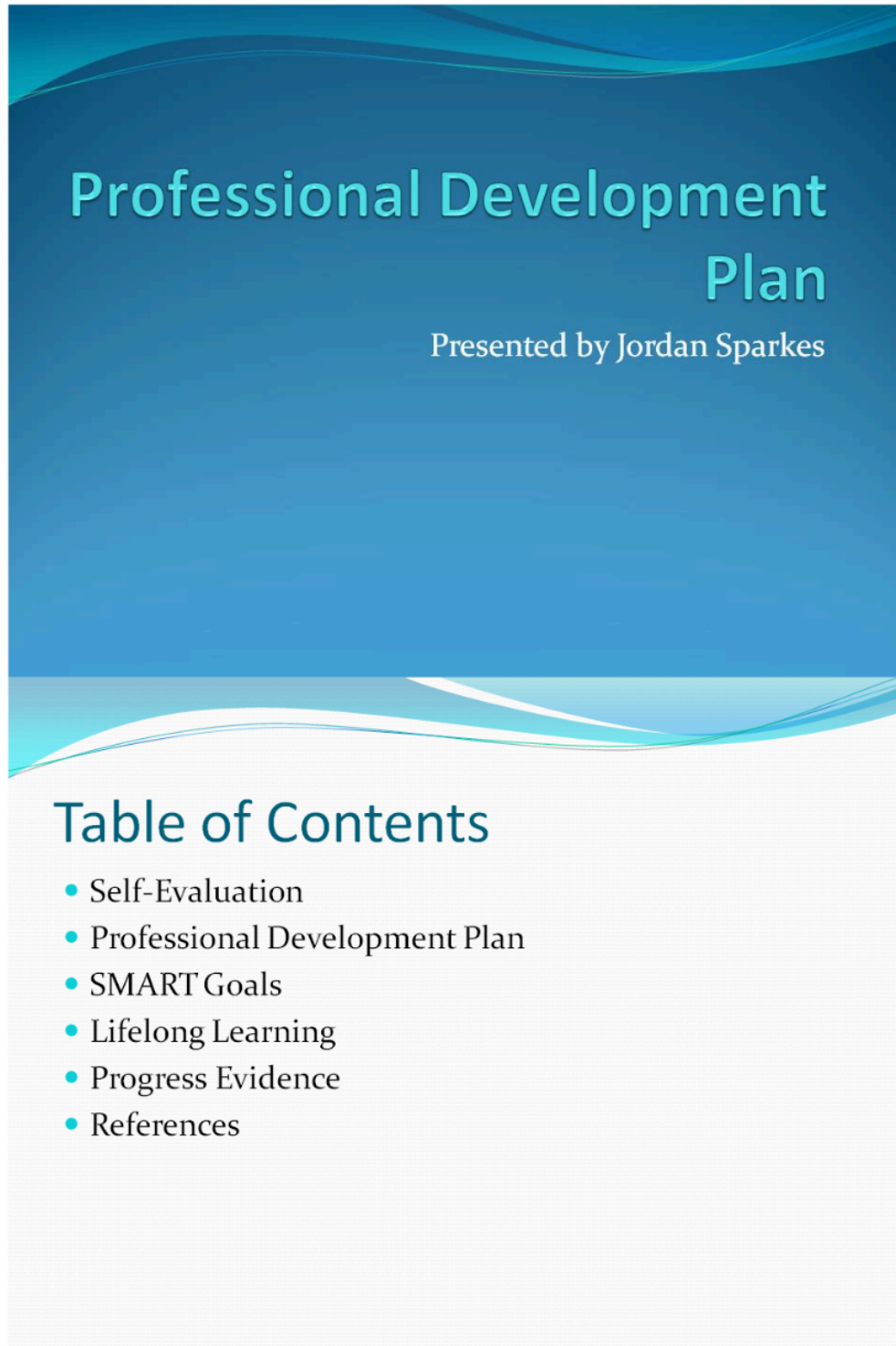
Unit 4 Summary - Topic: Lifelong Learning

Key Points:

1. Adapting to Change:
 - a. Lifelong learning promotes flexibility and the ability to adapt to evolving industry trends.
 - b. It fosters resilience in dynamic environments.
2. Continuous Improvement:
 - a. Encourages individuals to identify skill gaps and seek opportunities for self-improvement.
 - b. Provides a competitive edge in personal and professional development.
3. Career Growth:
 - a. Helps in staying updated with new tools, technologies, and methodologies.
 - b. Improves employability and opens pathways to leadership roles.

Presentation

Below are the slides for and a video link to my completed presentation, it highlights all the information i have written above and includes a voice over explaining each slide.





Self-Evaluation

Strengths:

- Organized and punctual
- Effective communication skills, mostly written
- Problem-solving under pressure

Weaknesses:

- Difficulty multitasking efficiently
- Limited knowledge of citation techniques
- Procrastination on less engaging tasks

Traits:

- Adaptable to changes
- Eager to learn and improve
- Focused on acquiring new skills



Professional Development Plan

Reflection using Gibbs Reflective Cycle:

- Importance of public speaking and technical skills
- Identified database design as an area for improvement
- Action plan: dedicate two hours weekly to learning and practice

SMART Goal 1: Improve Public Speaking Skills

- Specific: Practice delivering presentations in smaller settings
- Measurable: Deliver 3 presentations by the end of the academic term
- Achievable: Utilize university resources and online platforms
- Relevant: Essential for roles requiring communication and confidence
- Time-bound: Achieve this within 4 months

SMART Goal 2: Enhance Technical Skills in Career

- Specific: Complete an advanced food hygiene course
- Measurable: Obtain certification from recognized platforms
- Achievable: Dedicate 2 hours weekly for learning
- Relevant: Crucial for productivity and career progression
- Time-bound: Achieve within 6 months

SMART Goal 3: Enhance Database Design Skills

- Specific: Complete a course on database design and create a project
- Measurable: Complete the course, assessments, and build a database
- Achievable: Dedicate at least 2 hours weekly to learning
- Relevant: Addresses academic gaps and prepares for IT roles
- Time-bound: Achieve within 6 months

Lifelong Learning

Key Aspects:

- Adapting to changes in dynamic environments
- Continuous improvement to identify skill gaps
- Career growth by staying updated with new tools and technologies



Progress Evidence

- Enrolled in a Microsoft Learn Access course
- Completed two modules and practiced ERD design
- Screenshots of progress will be included



Resources

- Microsoft Learn: MS Access Training Resources
- LinkedIn Learning: Database and Public Speaking Courses
- Toastmasters: Public Speaking Practice
- McDonalds Campus: Advanced Food Hygiene Practices

Video Link

<https://youtu.be/at7NSGJLK3A>

FINAL GRADE

GENERAL COMMENTS

40/100

Total: Capped Late Submission	40 (40)
1. Engagement with Literature Skills	
- No use of citations and formatted reference list.	0
2. Knowledge and Understanding Skills	
Self-reflection: + Knowledge and understanding of self provided, including strengths, weaknesses and traits, from self-reflection. Good. Self-evaluation: - No use of the self-assessment tools. PDP: + Good understanding of Professional Development Planning demonstrated. + Reflective model documented. - Some specific learning resources to achieve the goals could be identified with some supporting sources. Unit 4 Topic summary: - Unit does not seem to have been covered. Information should have been a summary of one of the three unit four topics: 1. Learning to Learn (covering 1a – describe learning agility and its relevance to employment, 1b – recognising the importance of unlearning and the ability to let go of	8

unhelpful habits, 1c – identifying characteristics of an agile learner and select methods of developing learning abilities) 2. Bouncing Forwards (covering 2a – developing resilience, 2b – reducing stress and anxiety, 2c – optimising well-being for learning) Or 3. Reflection (covering 3a – reflectivity as a mindset, 3b – models of reflection, 3c – practicing reflection). None of these topic have been addressed in your Unit 4 Topic summary.	
3. Cognitive and Intellectual Skills	
Self-reflection: + Self-reflective analysis documented. Self-evaluation: - No use of the self-assessment tools. PDP: + Reflective model used in the analysis. + Good SMART Goals and PDP analysis covering development areas included. Unit 4 Topic summary: - Task not complete.	10
4. Practical Application Skills	
Video creation: + Good use of Video creation and streaming platform. Self-evaluation: - No use of the self-assessment tools. PDP: + SMART well-structured PDP created.	14

Goal progress: + Goal progress clearly documented. LPDP: + Understanding of the basic and underlying self-evaluation & PDP concepts and principles is applied. + Linked to personal & professional development.	
5. Transferable Skills for Life and Professional Practice (including 10 marks for Online content participation.)	
Video presentation: + Good format, structure and delivery. - No balance between text and images/diagrams, all text. - No Animation fx used. + Introduction and conclusion included. Time Management: - Over the five-minute limit considerable with a complete time of 17:58. This will significantly lower mark attained in this area. - Minor spelling grammar errors in places. Word document submission: + Title page. + Table of contents (Toc). + Most required content. – No reference list. – Figures should be captioned and included as a list of figures after the table of content. + Video link works well On-time: Late submission	8

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