

PERSONAL DEVELOPMENT PLAN

1. Introduction

The Bachelor of Business Administration (Hons) in Human Resource Management learning pathway guides my personal development toward becoming proficient in human resources practice. At present I am dedicating effort to refine my skills in HR principles together with employment law and talent management and organizational behavior knowledge while enhancing academic achievement (Vulpen and Verlinden, 2019) (Acacia Learning, n.d.). My goal involves advancing my abilities to lead groups while strengthening my skills for resolving conflicts since these competencies are vital to workplace relationship management (www.hays.net.nz, n.d.).

2. Current Situation

2.1 Academic Performance

Organizational Behavior and Human Resource Management represent my academic strength because these courses enable me to better comprehend workplace relationships and recruit workforce methods and employee growth procedures. My academic performance requires strengthening in Business Law through employment contract comprehension as well as Data Analysis for HR because financial analysis methods remain difficult to grasp. My approach to improve my studies in these fields includes spending more time on studying and getting professor advice while taking extra HR-related training.

2.2 Skills and Competencies

The primary attributes which I possess within my skill set is firstly communication, I am able to communicate ideas clearly but I aim to develop more secure delivery of presentations and public speeches. As a leader in many group projects, I coordinate assignments and keep track of deadlines but I aim to develop skills for leading different teams in an actual workplace. The team environment fits me well because I dedicate my talents to both problem solving and helping team members fulfill shared objectives. I am also confident in using softwares like Microsoft Office, Canva, and Google documents, for my assignments. My team working skills are quite good as I am constantly sharing ideas and being active in discussions and problem solving.

2.3 Challenges

Although I have numerous strengths I deal with specific obstacles that I currently address to get past them. I consider public speaking as my greatest obstacle because I feel nervous whenever I must address big groups and my plan to improve is by doing public speaking workshops together with regular practice during classroom discussions. The combination of coursework and extracurricular activities and personal commitments presents one major challenge since I must handle numerous deadline requirements. The improvement of my time management through planners together with digital productivity tools helps me maintain organization. The management of interviews causes me difficulties despite practicing with mock interview scenarios. I will ask mentors and career advisors to evaluate my performance and test interview skills until I achieve better results.

My assessment of personal strengths and professional needs helps me work toward achieving competencies of a holistic HR professional. I want to build my skills in HR analytics together with employment law and conflict resolution and leadership abilities because I need these competencies to pursue full-time human resource management work.

3. Short-term Goals

Goal	Action Step	Resources Needed	Deadline
Improve my knowledge in HR principles	Read HR-related books, attend HR seminars, follow HR news	HR books, webinars, industry blogs	December 2025
Enhance public speaking skills	Join Toastmasters or university debate club	Public Speaking workshops, practice	January 2026
Gain basic HR work	Apply for part-time	Internship listings,	September 2026

experience	HR-related jobs or volunteer in HR function	networking	
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For my short term goals, I intend to enhance my human resources expertise through educational reading of HR-related texts along with attending seminars about human resources and joining the Society for Human Resource Management (SHRM) and other technical human resources organizations. According to Sonal (2024), effective communication of your point needs to be both powerful and convincing. The ability to speak publicly allows you to express yourself effectively with confidence thus enabling better client-coworker cooperation and communication. Joining Toastmasters or a university debate club will enable me to build better public speaking abilities. The start of my HR career will involve seeking volunteering opportunities in different HR functions while joining the workforce as a part-timer for HR-related positions to acquire real-life workplace experience. According to research (Lopez, 2023), work experience provides you with the required skills and information that your career demands.

4. Medium-term Goals

Goal	Action Step	Resources Needed	Deadline
Secure an HR Internship	Network with HR professionals, attend career fairs, improve resume	Career Center, LinkedIn, HR associations	September 2026
Improve HR software proficiency	Learn HRIS payroll systems, data analytics for HR	Online Courses, Company Training	December 2026
Develop conflict resolution skills	Take conflict management courses, practice	Online courses, case studies	June 2027

	mediation skills		
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My medium term goals involve finding an HR internship through professional networking and service attendance and enhancing my curriculum vitae. Panjaitan (2023) determines that as technology is advancing, it is important to increase efficiency and to keep up with the industry, so this field requires me to develop skills using Human Resource Information Systems (HRIS) and payroll systems which I will learn through company-based training and online courses. The development of my conflict resolution abilities will include specialized training together with involvement in actual mediation work. The planned programs will improve my performance in managing staff relations competently and help build trust and teamwork (The LPI, 2023).

5. Long-term Goals

Goal	Action Step	Resources Needed	Deadline
Secure a full-time HR role	Building connections, gain experience, improve HR technical skills	Job portals, networking	2027
Earn professional HR certification (e.g. SHRM, CIPD)	Research requirements, prepare for exams, gain work experience	Study materials, professional organizations	2029
Specialize in a key HR area (e.g. Talent Management, Employee Relations)	Take advanced HR courses, gain experience in that area	HR mentorship, industry training	2030

My ultimate objective for the upcoming two years includes obtaining a permanent HR position through established industry contacts and practical HR work experience and uninterrupted development of my technical abilities. I intend to earn professional HR certifications including Society for Human Resource Management Certified Professional (SHRM-CP) and the Chartered Institute of Personnel and Development (CIPD) because they will boost my credibility and create more career opportunities (CIPD, 2023) (SHRM, 2022). I plan to become specialized in important strategic human resource areas, as it practices with overall business aims and enables organizations to develop adaptable workers who demonstrate high levels of engagement and drive their success and achieve competitive advantages (OrangeHRM, 2024), by completing advanced courses while obtaining relevant hands-on experience .

6. Skills Development Plan

Skill	Current Level	Target Level	Actions to Improve
HR Analytics	Basic	Intermediate	Take online courses, practice with HR data
Employee Relations	Basic	Advanced	Attend workshops, handle real HR cases, go through case studies
Negotiation & Mediation	Basic	Advanced	Join mock negotiations, take mediation courses
Leadership & Management	Intermediate	Advanced	Lead group projects, mentor peers

I aim to develop my HR analytics proficiency, employee relation expertise, negotiation technique and leadership capability. My online learning follows two paths as I study human resources data analysis and I join case-study programs and perform negotiation practice while leading project collaboration to build leadership skills. Monthly self-reflection records and measures from my mentors along with appraisal of HR-related work activities will provide

tracking progress. Securement of HR internship along with better presentation capabilities and successful completion of HR certifications defines the achievement goals (Armstrong and Taylor, 2020). I will make adjustments to my development plan whenever my changing professional needs require such modifications.

7. Support & Resources Needed and Monitoring Progress.

My achievement of these goals depends on consulting mentors and HR professionals as well as career advisors. The SHRM website along with Coursera and LinkedIn Learning supply the HRM courses which I will use for staying informed about industry trends. I will join both HR clubs and participate in networking events to develop professional connections with other members of the industry.

8. References

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NUR ARESSA AMRI BINTI SHAIFUL AMRI

Profile

Motivated Human Resource Management student with hands-on experience in project management, event coordination, and administrative support. Recognized for strong organizational, communication, and leadership skills, with a proven ability to manage multiple tasks efficiently and meet deadlines. Proficient in Microsoft Office and solve problems effectively. Passionate about contributing to team success and personal growth in both academic and professional settings

Experience

2022 – current

Student – University Malaya-Wales

- Volunteered for every Educational & Futher Studies Fair as a Student Recruiter
- Selected as Project Manager for a Team Building Event that involved all the students, lecturers and staffs of the university
- Applied knowledge to help other students with better understanding of the course material
- Selected as assisstant Project Manager for an Award ceremony event that involved all students, lecturers and staff of the university.
- Studied different subjects by completing extra-curricular activities and courses
- Completed and lead assigned group projects, consistently meeting deadlines and objectives

ADK Solutions

- Assisted with filing, document preparation, and data entry.
- Assisted in maintaining office supplies and equipment, ensuring smooth operation of day-to-day activities.
- Comunicated with colleagues clearly to insure no misunderstandings



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Education

**Bachelor of Business
Administration (Hons) In
Human Resource Management
University Malaya-Wales**
2023 – Current

**Foundation Of Arts
University Malaya-Wales**
2022 – 2023

- **CGPA :** 3.61
- Awarded with Certificate of Academic Excellence for 2 semesters
- Coursework consists of management and organizing events, and researching various topics and case studies

Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Strong organizational and multitasking abilities
- Excellent verbal and written communication skills
- Time management and problem-solving
- Ability to work independently and as part of a team
- Customer Service
- Editing videos

Language

English

Malay

In February, I participated in Swansea Business School's own interpretation of Dragon's Den, Piranha's Pit. This event was a collaboration with the Swansea College of Art and it helped students exchange information and knowledge and create a unique educational experience. In this program, 2 business students were paired with one art student and the goal of this was to market the art students' product to the piranhas and convince them to invest in the product. My role was to market a product called the 'Dawn Bloom'. It was a product that teaches kids from the ages of 5 to 13 on the process of photosynthesis and green energy. The product had interchangeable petals and pollen that kids could choose from, and was charged by a solar panel to teach them that light is important for flowers. When the product is charged, the closed flower petals would bloom when the light is switched on by a button.

In my group, I prepared notes on how we would market this product in order to gain sales and product awareness. As this product is in collaboration with National Geographic, I had suggested that we create education videos using the product as National Geographic are known for their videos that touch on scientific and wildlife areas. I also proposed the idea of partnering with schools, which would help introduce the product into classrooms for science lessons on photosynthesis and renewable energy. Creating an interactive class with the product can help students learn through hands-on learning and we can get trial-based feedback from schools. Another idea was influencer collaborations where we partner with parenting bloggers, eco-friendly influencers and STEM educators to showcase Dawn Bloom's benefits by hosting lives, product reviews, and demonstrating on how the product works. This can help create engagement with the audience and influence the increase in customers. My last recommendation was to create an augmented reality feature for a mobile app where kids can scan their Dawn Bloom and see animated explanations of photosynthesis. This can create an interactive storyline where users complete virtual science missions that involve observing and understanding Dawn Bloom in a gamified experience.

I had discussed it with my group mates and they had agreed. I had done many group projects where we had to exchange knowledge and experiences, but this was different as we each had different levels of knowledge on different areas. Although I was nervous to converse with people

who were from a different culture and different working styles, I tried to be open and try my best to make this experience the best I could.

When it came to the day of presenting and being in front of the piranhas, I was nervous but confident in myself and my knowledge. I was unsure on how I would do as I have never had to market a product in front of an audience before, however I was confident with my knowledge. Watching the others present their products had me in amazement as each group had their own twists and creativity in their presentation. Everyone did a splendid job marketing their product, I was especially surprised by the arts students as they presented well and it seemed they gained knowledge from the business students on the business aspect of selling their product. When it was my group's turn to present, I personally think we did great, we all had covered an area where the piranhas would question on and that resulted in an amazing presentation which I was proud of.

Overall, I would say that this event was an enjoyable experience that helped build a lot of skills in not just me but as well as the other students. My time participating in this program became such a valuable practice for the future. Through this I have gained respect towards the creative arts students and their hard work to create such original ideas.

Bella

Introducing the product.

- We did a **collaboration with National Geographic and created Dawn Bloom.**
- This light teaches and shows **Photosynthesis and green energy**. This is done by a solar panel charging up the internal batteries and once the light is switched on the **petals will open** due to a material known as shape memory alloy.
- The **petals and pollen are interchangeable** for other flowers or plants.
- **Price-** base - £15, petals - £7.
- Age range - 5 to 13. Kids start primary school around 5 years old.

Aressa:

Marketing ideas

- **National Geographic Videos (educational videos)** - NG creates educational videos on photosynthesis and in doing so will promote Dawn Bloom. Videos are posted on social media, YouTube, or TV.
- **Partnership with Schools:** Introduce the product into classrooms for science lessons on photosynthesis and renewable energy. Develop an accompanying lesson plan with interactive activities that allow students to observe how sunlight influences the Dawn Bloom. Partner with educators to create fun experiments and classroom challenges that foster hands-on learning. Distribute sample units to schools for trial-based feedback.
- **Influencer Collaborations:** Partner with parenting bloggers, eco-friendly influencers, and STEM educators to showcase Dawn Bloom's benefits. Host live unboxings, product reviews, and tutorials demonstrating how the product works in different settings. Engage influencers to create interactive challenges that highlight the educational and eco-friendly aspects of Dawn Bloom.
- **Augmented Reality Experience** - Develop an AR feature for a mobile app where kids can scan their Dawn Bloom and see animated explanations of photosynthesis. Create interactive storylines where users complete virtual science missions that involve observing and understanding Dawn Bloom's functions in a gamified experience. Allow users to track their learning progress and earn rewards.

Environmental Benefits and Eco-Friendly Aspects – Kelechi

- Dawn Bloom is more than just a toy; it is an innovative tool designed to instill environmental consciousness in children from an early age. By integrating renewable energy concepts into an interactive product, Dawn Bloom promotes sustainability while educating young minds about the importance of green energy and photosynthesis.
- One of Dawn Bloom's key environmental benefits is its use of solar power, which reduces reliance on traditional energy sources and minimizes carbon emissions. The built-in solar panel charges an internal battery, demonstrating the efficiency of renewable energy in a way that children can easily understand.
- Additionally, the interchangeable petals and pollen extend the product's lifespan, reducing waste and encouraging creativity. By using shape memory alloy, Dawn Bloom also highlights the potential of smart materials in sustainable design.
- By engaging with this product, children develop an appreciation for eco-friendly practices, making Dawn Bloom not just a learning tool, but a step toward a greener future.