



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

BA ANIMATION & VFX
BA COMPUTER GAMES DESIGN

PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

Creating a Personal Development Plan

Lecture Contents

- 1 Purpose of a PDP
- 2 PDP Example
- 3 Getting Started with PDPs
- 4 Tips for PDP Goals



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

Creating a Personal Development Plan

Purpose of a PDP



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

PURPOSE OF A PDP

A PDP is one of the most **effective** ways to turn your goals into a reality.

Whether you're looking to **change career**, build on your **current skills** or simply **learn something new**, a PDP will help you to **plan for the future** and manage your own **learning and development**.



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

Creating a Personal Development Plan

PDP Example



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

EXAMPLE OF A PDP LAYOUT

Development Plan

NAME:		STUDENT NUMBER:	
COVERING THE PERIOD FROM:		TO:	

This record sheet is for your guidance only – you may present your development plan in any other format.

Planned outcome

Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or “more of the same”.)

What do I want/need to learn or develop? (Specific & Relevant)	What will I do to achieve this? (Specific)	What resources or support will I need? (Achievable)	What will my success criteria be? (Measurable)	Target dates for review and completion (Timebound)



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

EXAMPLE OF A PDP LAYOUT

S.M.A.R.T Goals

- S**pecific
- M**easurable
- A**ttainable
- R**elevant
- T**ime-Based



Development Plan

NAME:		STUDENT NUMBER:	
COVERING THE PERIOD FROM:		TO:	

This record sheet is for your guidance only – you may present your development plan in any other format.

Planned outcome

Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or “more of the same”).

What do I want/need to learn or develop?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
(Specific & Relevant)	(Specific)	(Achievable)	(Measurable)	(Timebound)



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

EXAMPLE OF A PDP LAYOUT

What do I want/need to learn or develop?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
(Specific & Relevant)	(Specific)	(Achievable)	(Measurable)	(Timebound)



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

S.M.A.R.T GOALS [1]

S

SPECIFIC



Make goals
clear and
specific.

M

MEASURABLE



Define
measureable
assets.

A

ATTAINABLE



Confirm your
goals are
attainable.

R

RELEVANT



Verify your
goals are
relevant.

T

TIME-BASED



Set up a **time-**
based plan.



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

Creating a Personal Development Plan

Getting Started With PDPs



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs

- Think about work you've already done

Before you start thinking about what it is that you want to achieve, spend some time **thinking about your progress over the last 12 months.**

Not only will this help you get a sense of **what's going well** and any **areas that you can improve on**, it will also help you to recognise the **strengths and weaknesses** in your skillset. [2]



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs

- Write a list of your strengths and weaknesses

This section of your PDP will help when it comes to the common interview question ‘What are your **strengths and weaknesses?**’

Your strengths are a mixture of your **talents, knowledge and skills**. By getting an idea of what your strengths are, you’ll be able to identify activities where you can add value. By recognising your weaknesses, you can start to **get involved in work that allows you to develop gaps in your skills** and knowledge. [2]



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs

- Write a list of your strengths and weaknesses

One of the easiest ways to **identify your strengths** is to think of an activity, or aspect of your role, that you **enjoy doing**. More often than not, it's because you're good at it, so you'll probably find those skills are the strongest in your skillset.

The same goes with **weaknesses**. People tend to avoid activities where they don't have the skills needed to do them. Consider **activities that you're avoiding** as examples of your weaknesses.

Once you've identified what your strengths and weaknesses are, you can start to **establish your goals**.



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs

- Start setting your goals

Deciding what you want to achieve **requires a lot of thought**, so don't be deterred if an answer doesn't immediately spring to mind. These goals can be anything from **short-term to long-term, big or small**.

If you're stuck, **ask yourself the following questions:**



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs

- Start setting your goals

Deciding what you want to achieve **requires a lot of thought**, so don't be deterred if an answer doesn't immediately spring to mind. These goals can be anything from **short-term to long-term, big or small**.

If you're stuck, **ask yourself the following questions:**

- Do I **want** to progress here?
- Would I be **happier in another role?**
- Are there any **new skills I'd like to learn**, or any skills I could **continue developing?** [2]



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs

- Start setting your goals

Whatever you decide you want to work towards, the key thing is to make sure that **you're setting goals based on what you want to achieve**, not what you think other people would like to see.

Once you've set your goals, **consider prioritising them** – and try not to tackle too many at once. [2]



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs

- Form your S.M.A.R.T action plan

Now that you have an understanding of what you want to achieve, it's time to **set some concrete actions**.

Think about **what you're working towards and then work backwards** from there, **outlining the steps** you'll need to take. This could range from reading up on a particular topic, shadowing a colleague, going on a secondment, or enrolling on a course to learn a new skill. [2]



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs

- Form your S.M.A.R.T action plan

It's also important that the actions you set for yourself are **clear, measurable and obtainable**.

A great way to make sure of this is to **follow the SMART method**: keep them Specific, Measurable, Attainable, Realistic and Time-Based. [2]



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs

- Set aside time to evaluate and update your PDP

For your PDP to be **effective**, it needs to be **updated regularly**. Setting a weekly reminder in your calendar is a great way to get yourself into the habit of spending time **reviewing your progress** and updating the areas of your PDP that you've been working on.

Remember, **your PDP isn't set in stone**. If you write something down that you no longer want to do, just take it off and **set yourself something new** to work on. [2]



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

GETTING STARTED WITH PDPs: SUMMARY

- Think about **work you've already done**
- Write a list of your **strengths and weaknesses**
- Start setting your **goals**
- Form your **S.M.A.R.T** action plan
- Set aside time to **evaluate and update your PDP**



Development Plan

NAME: _____ STUDENT NUMBER: _____
COVERING THE PERIOD FROM: _____ TO: _____

This record sheet is for your guidance only – you may present your development plan in any other format.

Planned outcome
Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or "more of the same".)

What do I want/need to learn or develop? (Specific & Relevant)	What will I do to achieve this? (Specific)	What resources or support will I need? (Achievable)	What will my success criteria be? (Measurable)	Target dates for review and completion (Timebound)



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

Creating a Personal Development Plan

Tips For PDP Goals



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

TIPS FOR PDP GOALS

- Consider a **BROAD RANGE** of goals – not just academic!
 - Personal
 - Professional
 - Health and wellbeing
 - Hobbies and interests
- Consider **DIFFERENT SCALES** for your goals
 - Short-term (e.g. adjusting habits)
 - Mid-term (e.g. completing tasks)
 - Long-term (e.g. Learning skills)



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

EXERCISE

- Construct a **first draft** of your PDP
- This can be **reviewed and developed** in the next session / throughout the term



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

ANY QUESTIONS?



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

Creating a Personal Development Plan

Bibliography



PERSONAL PORTFOLIO DEVELOPMENT

Creating a Personal Development Plan

BIBLIOGRAPHY

[1] SMART Goals reference [Online]

<https://www.fossilconsulting.com/wp-content/uploads/2021/10/SMART-Graphic.jpg>

Accessed 7/2/2023

[2] Mann, A. *5 top tips for creating an effective PDP*. [Online]

<https://jobs.natwestgroup.com/posts/5-top-tips-for-creating-an-effective-pdp>

Accessed 7/2/2023