



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

Personal Development

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Introduction

Professional development has been described as “the holistic commitment of professionals towards the enhancement of personal skills and proficiency throughout their careers.” (CPDUK, 2020). This can include the use of vocational courses, regular training sessions within the workplace, and research carried out by an individual, to expand their skill set, and keep their knowledge up to date. Continued professional development can be an asset to both an individual, and the company they work for, this is evident through the strengthening of a particular skill set and the application of these newfound abilities in other departments. Training courses, both internal and external, can also be used as an opportunity for networking, where interdepartmental connections can be made, as well as contacts within other companies. When used correctly, and frequently, professional development can have a considerable impact on a person’s career, whether this means helping them find more joy in their work with a fresh outlook on daily tasks, or through an improvement in career prospects. (University of Cambridge, 2020). Using the SMART framework to identify and monitor key areas in which a person's skills or abilities need improvement, can be very beneficial to an individual. This framework creates a clear and concise way in which goals can be created, recorded, and kept track of, including key resources and distinct completion dates. This plan was created to aid my progression through my coursework and to allow me to take part in an active self-review which will help me develop my transferable skills for the workplace.



Personal Development Plan

Name:	Elizabeth Holly Twomey	Student Number:	097468
Covering the Period From:	24 September 2019	To:	30 April 2020

What do I want/need to learn?	What will I do to achieve this?	What resources/ support will I need?	What will my success criteria be?	Target dates for review / completion.
I would like to become proficient in Harvard Referencing, in order to improve my referencing in future assignments.	I will be using the Harvard referencing handbook, which has been provided by the university, whilst writing my assignments. If I feel as though I need more support, I will also be able to talk to my lecturers to get feedback on previous assignments where I	The Referencing Handbook: Harvard (UWTSD, 2020) from the module's Moodle page. The advice that has been given to	My success will be based on the number of marks I receive for my use of references in future assignments. I will be aiming for marks of 85%+.	7/2/20 - 3/3/2020



	may have gone wrong with my referencing. I can also attend study support groups that are provided by the university and librarians.	me by my lecturers and library staff.		
I know that having a professional and attractive LinkedIn account is very beneficial as it helps to network and build connections with possible employers. Therefore, I would like to make my own LinkedIn as appealing as possible.	In order to create a successful profile, I will use advice from my lecturers during the classes that will be dedicated to improving your personal brand. I will also research the profiles of established business persons, who's accounts show a wide range of connections and endorsements.	Other LinkedIn (2020). Accounts which have good levels of engagement. The advice that was given to me by my lecturers.	I will base my completion of this task on the feedback of my lecturers and peers but would like to achieve at least 100 connections within this timeframe.	24/2/2020
Through previous assessments and	In order to gain confidence when speaking in public, I will be	Online articles on building	The development of this particular skill	10/3/2020 - 5/5/2020



experiences, I have come to realise my insecurity and inexperience in regard to public speaking. This is an issue which I am keen to address as it could have a negative impact on my performance in future assignments, and later in life when attending interviews and/ or meetings.	following the advice of online resources, including articles that contain a list of steps to follow which can help the preparation of speeches and presentations. Some advice includes speaking with intent, practicing, and getting experience. IESE Business School (2016).	confidence/ how to prepare i.e. Forbes. Assessment results from previous presentations.	will be mostly internally monitored. I feel as though the best way to monitor my progress will be to see my willingness to partake in voluntary presentations, and my general confidence before I give a presentation. However, I will also be looking to achieve higher marks in presentation based	
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			assignments, such as 75%+.	
A good skill to have at university is the ability to effectively take notes. I am looking to improve the notes I take from the verbal information a lecturer provides during their lectures, and to increase the quality of the notes I take.	I plan to use resources such as the SkillsYouNeed (2020) website, and study their articles on how to take notes, to pick up some useful habits such as writing my notes in my own words so that my notes are clear to me, and not focussing too much on the points I miss, as I will be able to ask the lecturer to fill in any gaps later in the lecture.	Websites such as SkillsYouNeed which have helpful articles on how to prioritise your note-taking. Advice from other students on how they organise their notes, and help from library staff/ study skills groups.	The improvement of this skill will be judged by the general quality of my notes as the semester progresses. I would like to be able to look back at my notes from past lectures and remember exactly what is meant by the information I have written down. I	30/4/2020



			would also expect to see a 10-15% increase in mt grades overall.	
Decision making is a key part of day to day life and a skill that can be extremely beneficial in and out of the workplace. I want to be able to improve my decision making and learn to see a number of perspectives when faced with a problem.	SkillsForYou also has an extremely useful article that contains several links that are related to both decision making, and problem-solving. (2020). Using these links I will be able to broaden my understanding of how to approach different kinds of problems, and how to prioritise the decisions I have to make.	The support and opinions of my peer group, and also my lecturers can help me when making particularly difficult decisions, as well as the impartial advice of the SkillsForYou articles.	My ability to make better decisions and tackle problems more efficiently will be tested when I have assignments due, and I will see the improvement in my time management and prioritising of important tasks. Similarly to my	30/4/2020



			note-taking goal, I would like to increase my grades by 5-10% as a result of this skill.	
During one of our lectures, we discussed the difference between growth and fixed mindsets, using a YouTube video (Sprouts, 2016). to highlight the key differences. I related more to the fixed mindset criteria, I would like to change this and work towards having more of a	I will use online resources to research the most important qualities of a growth mindset and try to apply these criteria to my daily life. I will also push myself to take more risks, and step out of my comfort zone in order to reach my full potential.	I will use online resources such as the YouTube video provided to broaden my understanding of growth mindsets. I will also use opportunities within the university such as student	In order to judge how well I have developed a growth mindset, I aim to become a student ambassador in the next academic year and to join at least one student union society that I have a genuine interest in.	16/10/2020

growth mindset.		ambassador positions, and societies within the student union to expand my opportunities.		
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Two's Company, Eight's a Crowd

<https://youtu.be/lodiQwNtX5g>



References

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