



Personal Development Plan

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The long-term goal	Specific career goals	Key skills	I need to work on	Actions	The time of realization
An I.T. career	Developing and improving digital skills	Key skills: effective email communication, spreadsheets such as Google Sheets or Excel, social media, graphic design, Microsoft Office, data visualization [1]	Microsoft Office Applications: Excel, OneNote, Publisher, Access.	learn the skills in my own time and practice at my own pace, to use sources from the Internet where the steps of realization are explained. Use knowledge in Time management to organize my time.	12 months
	Developing and learning Web design and development skills	Key skills: Visual design Coding languages including HTML and CSS Frontend web programming languages and skills such as JavaScript, Ajax, and web animation techniques Backend web programming languages such as C# or Java, PHP, and Ruby Design software like Photoshop and Illustrator and Sketch An understanding of SEO Web servers and how they function[2]	HTML, CSS, JavaScript, C# or Java, PHP, Ruby, Ajax, web animations, Photoshop, Inkscape, Adobe Illustrator, Figma, Gravit Designer,	Take free online courses, do assessments at university, learn the skills in my own time, and practice at my own pace to use sources from the Internet where the steps of realization are explained, Use the university library, and Use knowledge in Time management to organize my time. Practice skills in typing. Practicing and carrying out tasks within the university.	50 months
	Developing and learning Network and Cybersecurity Essentials skills	Key skills. Network security control, Operating systems , cloud security skills, threat knowledge, Python or PowerShell languages [3]	Knowledge of Python or PowerShell languages, Network security control, Knowledge of Operating systems, and coding.	Practice skills, to use sources from the Internet where the steps of realization are explained, Use the university library, and use knowledge in Time management to organize my time. Practicing and carrying out tasks within the university.	30 months
	Development of professional qualities as an employee	Key skills: leadership, teamwork, Organization, communication, problem-solving, emotional intelligence, adaptability, negotiation and persuasion, ability to work under pressure, confidence [4].	Effective communication techniques and methods, methods of problem-solving, adaptability techniques, negotiation and persuasion, and ability to work under pressure.	Taking volunteer and build my own sites, Use the university library, Use knowledge in Time management to organize my time, and read Personal development books, and Effective Communication books. Practicing techniques.	60 months

References

- [1] Uk. Indeed.com,” Computer Skills: Definitions and Examples”, Available: <https://uk.indeed.com/career-advice/career-development/computer-skills>, [Accessed: March 14, 2023]
- [2] Tutch.co. uk, “ How to become a web developer”, Available: <https://www.tutch.co.uk/blog/how-to-become-a-web-developer>, [Accessed: March 14, 2023]
- [3] Coursera.org, “15 Essential Skills for Cybersecurity Analysts in 2023”, Available: <https://www.coursera.org/articles/cybersecurity-analyst-skills>, [Accessed: March 14, 2023]
- [4] Uk. Indeed, com,” 10 Important professional skills to develop”, Available: <https://uk.indeed.com/career-advice/career-development/professional-skills>, [Accessed: March 14, 2023]