Personal Development Plan

Name: Masuk Ali

Objectives:	Success Criteria:	Activity:	Resources:	Priority:	Start Date:	End Date:
I need to be more assertive when I speak to peers and colleagues and be confident in my viewpoints. I need to believe in myself and the decisions I make and believe others value my input	I will measure my success when I am able to argue points across without sounding pushy and argumentative and do so without questioning myself causing self-doubt. I will also measure success when I am able to demonstrate assertiveness through my body language and in the manner I speak. I will be able to stand with my head high and look at people when I am addressing them rather than look down and avoid eye contact. I will also measure my success by receiving feedback from peers' which state that my views have been insightful and helpful and when others take on my advice and put it into practice	The activities I will undertake are: • use of role plays with friends where I practice different techniques such as body language and the tone in which I speak so I am mindful of my surroundings. I will need to practice how to be assertive without coming across as aggressive. • I will learn to communicate more effectively by reading online material which will provide me with guidance and in-depth information on	• Need the help and support of friends and family so I can practice role play • Online reading material to further understand how to tackle assertiveness.	**HIGH**	1/1/2021	31/12/2023

and give me credibility (Clear Review, 2023).	will also lead me to a feeling of being part of a team and worthy (SEFE Marketing & Trading, 2023).	benefits and risks of assertiveness and how to overcome shyness (Mayo Clinic, 2023).				
Improve academic writing skills such as formal report writing ensuring grammar and punctuation are correct. As I have been out of education for 20 years, I need to improve my written language, so it is coherent and flows when reading.	I will measure my success by receiving good grades on university assessments and receive positive feedback from lecturers stating that my work has been up to standard. I will measure my success criteria by asking my wife who is a graduate to read my work and give me feedback and suggestions. Positive feedback will be deemed as success. I will also measure my success when I can see how much improvement I have made in the work I have produced over my academic life (Henriquez, 2019).	The activities I will undertake are: • I will enrol on to an online writing class which will teach me the foundations of academic writing and new techniques • I will watch YouTube videos and online material on how to improve my writing and vocabulary (Conwell, 2022) • I will borrow self-help books from the library to practice formal writing (Berkeley University California, 2023).	• Use online tools and websites to practice writing • Library membership so I can borrow literature • Subscribe to an online writing class • Utilise Moodle resources • Use Microsoft features such as spell check and Editor when report writing	LOW	9/9/2021	20/7/2024

I need to improve technology skills such as using Microsoft Office Apps specifically Excel and PowerPoint proficiently (Bright Network, 2023).	My success criteria will be achieving a certification from Microsoft Technology Associate (MTA Certification) which will list my qualifications. This will demonstrate my proficiency in a specific technical field and will benefit me in a technical working career (Indeed, 2022).	The activities I will undertake are: • I will keep practicing using Microsoft Office features regularly and by doing so I will have a better understating on how to maximise its functions • I will enrol on to a Microsoft certification program, complete it and achieve a certification (Training.org, 2023).	• Need to free up time in order to enrol on to the program so I can focus and learn • I will need money to fund the program.	**Medium**	1/7/2022	20/7/2023

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