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Report

**Subject: Personal
development plan -
Local Youth Council**

Module: Developing Relationships and Workplace Achievement

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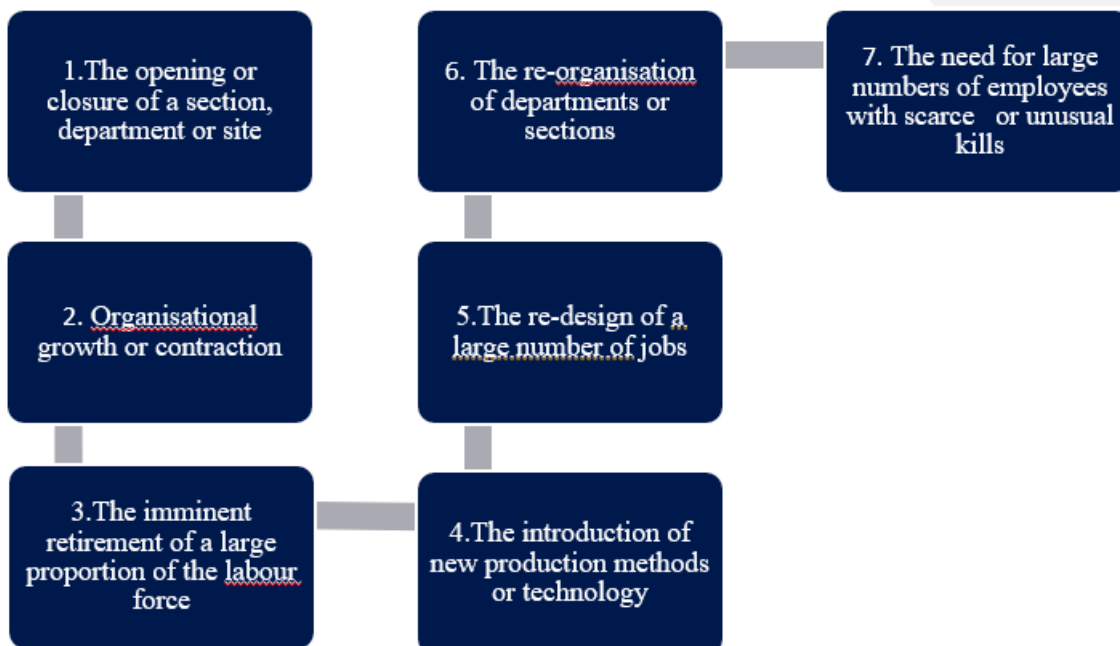
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1.Introduction

According to Rahman and Eldridge(1998), the UK's Department of Employment (1970) are describe HR as a strategy for the acquisition, utilisation, improvement, and retention of an enterprise's human resources. In this report I will develop a personal plan for candidate of NGO, to meet the need and expectation in this organisation where I was working in the past. To create this plan I will use academic models, methods and theories, I will exemplify concrete steps for this plan to be successful and useful for candidate.In 2016 the District Youth Council of Calarasi(a city in the Republic of Moldova) was created at the level of local administration, with the aim of acting to defend and promote the rights of young people in the district, as well as to increase their active participation in the life of the communities they belong to. CRT supports and sustains the common interests of its members at the local, regional and national level. According to Bowey (1974) If an organization has these 7 factors in the organization, then human resource planning is extremely necessary:



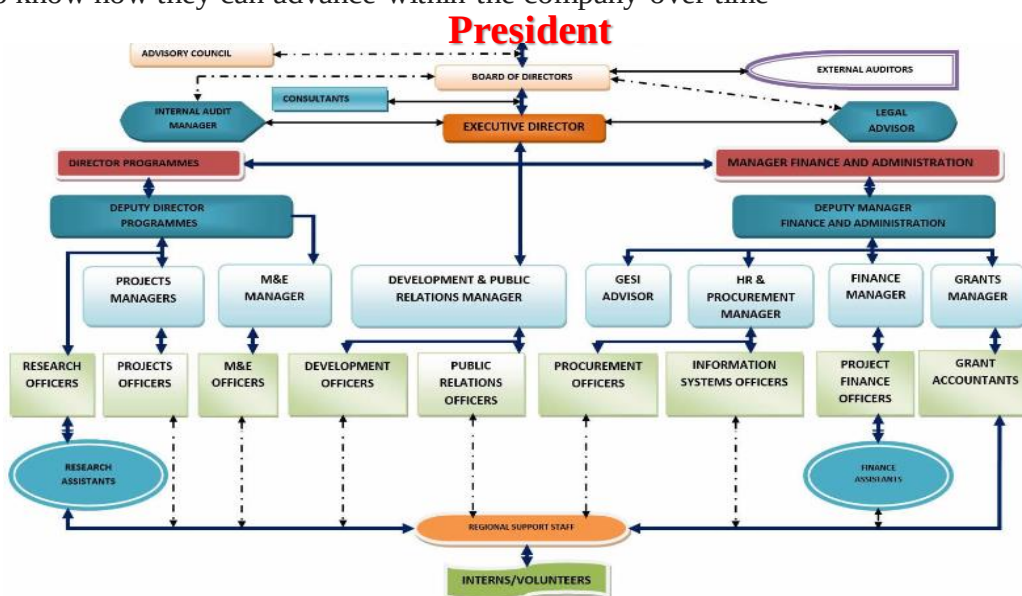
2.Organisation Brackground

CRT of Calarasi has committed itself to ensuring the presence of a strong voice of young people at the institutional and public level in the development of public policies aimed at young people and which can have a significant impact on young people, including in areas related to employment, education, health, civic and political participation and volunteering. In this respect, the CTR is the main non-governmental partner on youth issues in relation to the central authorities and public institutions empowered in the field of youth policies. According to Torrington D. Hall L (1995) the main purpose of HR is “to develop schemes for the acquisition, management, organisation and use of people in the organisation so that they contribute as effectively as possible towards the achievement of organisational goals”. In order to understand what this plan must contain, we must get acquainted with the activities of this organization:

- Lobbying and advocacy activities for the rights and interests of young people; organization of conferences, symposia, congresses, round tables, seminars, etc. on various fields of interest for young people;
- Conducting specific studies and research;
- Organizing information and awareness campaigns;
- Organization of training and professional development courses in different fields of activity and training levels;
- Providing advice and guidance in the field of academic and professional training;
- Provision of expertise, consultancy, training and instruction for interested individuals, non-governmental organizations or other legal entities;
- Elaboration and editing of courses, textbooks, scientific publications, information and training materials, magazines, albums, brochures, etc .;
- Recruitment, training and placement of qualified staff, especially young people, for legal entities from the country and abroad interested;

3.The Hierarchical Model

For an NGO in particular, human resources probably means anyone they come in contact with: management, team, members, volunteers, beneficiaries, donors and members of the Steering Committee. These human resources must have the skills, motivation and opportunity to make the best contribution to the organization that they are capable of and needed. They must also be organized and based on each other so as to achieve the desired results. The way in which human resources make decisions, resolve conflicts, communicate and carry out their work is as important as the way work is planned, the way jobs are organized in relation to each other and the way tasks are distributed. In a model NGO, the functions that must be performed to accomplish the mission, the division of labor in the form of job descriptions with job descriptions or the distribution of tasks are clearly determined. These are usually updated in the light of changes in plans or priorities that are taking place and also determine the number of people who need to be hired or hired to carry out these activities as well as where, when and how these people will be found. According to Osibanjo and Adenji (2012) Hierarchical model referred to as change agents work from strategic viewpoint in order to ensure that employees are in conformity with organization changes, ensuring that organization goals, objectives, vision, values and policies are duly implemented. it is important to have a HR chart. These positions that are created and between which the work is distributed must also be inconsistent with other existing ones to ensure coordination, communication and forto facilitate continuity. Another goal is to obtain a maximum correspondence between resources their skills, expertise and tasks falling under their responsibility. At the same time it is preferred to have a mechanism in place that assists them to improve skills or to develop new ones required by the job. According to Indeed Editorial Team (2021) This allows them to know how they can advance within the company over time



3.Purpose of Career Planning

Employee's Career Plan has seen a very wide extension and applicability in recent years. It has also evolved theoretically, from theories specific to other fields (such as psychology or sociology) to its theories. In this sense, we will frame the proposed model, especially the component related to strategic career planning, the theory of paradoxes - Gelatt, John Krumboltz and Handy, a theory that starts from the idea that the future is complex and unpredictable and this aspect can generate weak decision-making power. at the individual level. The theory approaches unplanned events as normal and as an integral part of an individual's career. Not everything can be planned in career development and the multitude of unplanned events that occur in an individual's life are sources and opportunities for development that can be integrated into their own career development. The individual also has the opportunity to create / generate unplanned events, which subsequently to turn them into career opportunities. The life principle proposed by this theory is to make changes when life goes well. In making career decisions, flexibility and positive uncertainty are the basic concepts, and confidence and optimism are the states that can generate personal and career development.

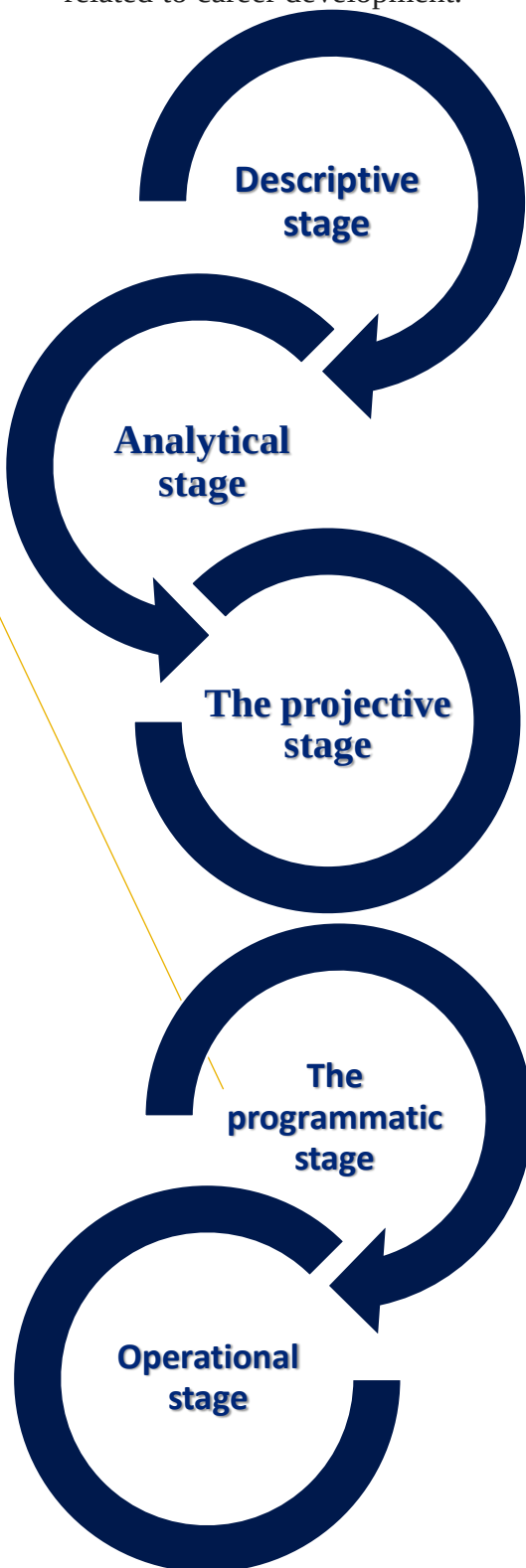
4. Personal analysis

To start career planning we must look critically at professional and personal aspirations. Reflecting on knowledge, skills, and competencies we can identify the gaps we have. Thus we can create a well-defined plan for a successful career. Reflecting on ourselves, thinking - we know where we are at the moment and where we aspire to be, and therefore we find out what measures we must take to get where we want. A tool for the volunteer who wants to develop his career must perform an exercise, so this template (Appendix 1.) allows him to think about his aspirations and goals and after answering questions will be able to view his career. For example, education plays an important role in our lives career choices and confidence levels change during the graduate school experience (Fuhrmann et al., 2011). After completing this exercise we can move on to the next phase, strategic career planning.



5. Purpose of Career Planning

Strategic thinking and the tools used in strategic planning in the military or economic environment can be easily adapted to plan our own career or to advise in the career as specialists. The strategic planning model is especially a model that supports the decision related to career development.



This stage is one in which an analysis is performed, as the example above in Appendix 1 performs a personal description can be a useful tool in describing what we are at the moment. This stage is a synthesis stage of what we are at the moment (the stage in which we describe the professional experience and expertise).

Involves a thorough personal and professional analysis. In this stage we can do complex tests and analyzes, but a SWOT analysis and a projective test specific to career development are handy and easy to do; SWOT analysis is also a tool taken from the strategic analysis at the economic level and involves the analysis of the internal environment (in this situation, the person with experience, expertise and personal qualities, in terms of strengths and weaknesses) and the external environment, in terms of opportunities and threats.

The projective stage - the vision on the career - involves the placement in a future that we want to plan and the description of this future as a result of a "dream process". It is one of the most important stages of career planning; although it seems rather an approach to ideal aspects - it is, in fact, an important decision on the INTENTION of personal and professional development in the long term (or medium, see Appendix 2).

Setting Professional and personal development goals – Analysis SWOT helps us set professional and personal development goals. Also in this stage are developed the measures or actions that lead to the achievement of personal and professional objectives. The objectives will be developed on the two directions of development: Personal and Professional - the personal objectives being closely related and being able to support the development of the professional objectives.

The stage in which operational plans and development projects are developed career. This stage involves translating career development intentions into plans concrete implementation of these intentions

6.Career SWOT analysis

SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) we will use this technique to assess performance, competition, risk and career potential. The model is enhanced to accent the process of strategic planning being fluid rather than merely a sequence of silo activities (David, 2003: 15). As a tool for personal and professional development, SWOT analysis is a descriptive analytical picture as complete as possible, related to personal and professional experience and capacity. She supports when building personal and professional development goals.



STRENGTH

It will include those personal elements that are considered strengths. Their focus will be on objective elements, results of personal activity, or results of the testing activity.

Ex .advanced English language skills, 2 years experience in counseling, experience in using IT tools, etc.



WEAKNESSES

It will include those personal aspects that are not sufficiently developed and that impede personal and professional development.

Ex. Poor knowledge in project management planning, poor skills, inefficient communication.



OPPORTUNITIES

It will include aspects related to the external environment person (community, country, etc.), aspects that can support, favor personal and professional development. For example trainings, webinars, conferences.



THREATS

It will include environmental issues external to the person (family, community, country etc.), aspects that may hinder development personal and professional
Ex .: Poor economic development of community, lack of opportunities at the community level.

Self-analysis is perhaps one of the most difficult things, but at the same time a very important tool for personal and professional development. Developing a personal SWOT analysis helps you learn more about yourself and is an important step in identifying your personal (life) and professional direction. The four types of actions you need to do, as a result of using the SWOT tool, are:

- improving specific skills or obtaining new expertise as new strengths;
- minimizing or eliminating weaknesses;
- exploiting an opportunity;
- protection of one's career against the identified risks.

If the organization tries to implement only those strategies that build on the strengths and mitigate the weaknesses, it can lose the most attractive opportunities that are possible only if the company expands. Other critics of the SWOT analysis emphasize that it is based on qualitative rather than quantitative data, that it focuses on creating response strategies rather than proactive strategies, and on the inherent simplification that distinguishes between strengths and weaknesses, between opportunities and threats. Weaknesses are often greater than anticipated and strengths are usually lower. To overcome many of these weaknesses, the analyst must limit himself to the facts and must not be influenced by the dominant beliefs within the organization. This model often fails due to the lack of information that the management has about the company's capabilities. It is often recommended that an impartial observer attend the analysis to ensure that there are no subjective views. Another important factor that will guide the successful application of this model is the application of analysis in a rigorous, disciplined and yet creative way. There are several warning signs when this crucial ingredient, creativity, is missing. This analysis must be repeated periodically for greater career efficiency. But this analysis also has some limitations, the interdependencies are not highlighted and in the case of a strong orientation of the team towards harmony there is a danger of overlooking certain factors (phenomenon known as "white spots"). We can improve this analysis by performing it at an interval of 1 month, to see progress.

7. Professional and personal development plan

The plan will be organized on the following structure

General elements: Identification data of the beneficiary

The vision of professional development, the established strategy (tactics)

Specific elements: directions of development: personal development, professional development. Personal and professional development objectives. The objectives result from the internal environment of SWOT analysis. Objectives are formulated from strengths or weaknesses, depending on the strategy (tactics) of established development. Measures / Actions to achieve development objectives. In order to achieve an objective, one or more development measures / actions will be established.

The plan of measures

Measure	Deadline	Necessary resources
Objective 1		
Objective 2		

The professional project includes:

General objective SMART objectives (Appendix 3) and specific objectives - will correlate with the Strategic Objectives of personal and professional development.

Activities. Concrete activities leading to the objectives - these should operationalize the measures and actions in the strategic plan.

The activity plan - will concretely operationalize the deadlines in the start and end dates of each activity.



8. Conclusion

According to Sullivan and Baruch “career” is as “an individual’s work-related and other relevant experiences, both inside and outside of organizations that form a unique pattern over the individual’s life span” (2009). The development of careers is extremely important because it encourages the use of the competencies of the members. And through the managers being aware of the competencies and the abilities of the employees they obtain positive results. Thus the effective development within the organization takes place. Good feedback is provided due to development plans, which are used in evaluating success. I noticed some recommendations for both the employee and the organization. The conclusion is that both for the employee and for the organization a career development strategy is necessary, both have a beneficiary.

Recommendations

Organization

- Plan and implement for an effective career development strategy
- Increase budgets for training programs and workshops related to career development
- Develop a succession plan
- Implement for job posting systems
- Communicate all the above recommendations with employees

Employees

- Don’t wait organizations to develop your career path
- Take the initiative to develop you skills and competencies
- Stay up-to-date for any new features related to your field
- Set SMART goals for your career path
- Use SWOT Analysis

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Appendix

Appendix 1.

Name:

Date:

1: SELF-ASSESSMENT

The first step in planning your career is evaluating and understanding your interests, strengths, drivers and other influences. This should be informed through discussions and guidance from others as well (e.g. line manager, peers, mentor, professional supervisor, etc.)

Career Interests:

*My personal reflections on my **career interests** are:*

Career Anchors (values):

*My personal reflections on my **career values** are:*

Skills Audit:

*My personal reflections on my **core skills** are:*

Competencies (strengths and areas for development):

*My personal reflections on my **strengths** around behavioural competences are:*

*My personal reflections on my **areas for development** around behavioural competences are:*

Appendix 2

2: ASPIRATIONS AND GOALS

What are my career aspirations.....? This has to be broken down across different time frames to reflect the reality that a career change is often a gradual process to reach your ultimate aspirations.

*In the **SHORT TERM** (next year)?*

*In the **MEDIUM TERM** (2-3 years)?*

*In the **LONG TERM** (5+ years)?*

Identify some specific goals to help you move towards your aspirations (whether short term or longer term). These have been limited to 3 goals to help identify those which are most important and critical to working towards your aspirations.

GOAL 1:

GOAL 2:

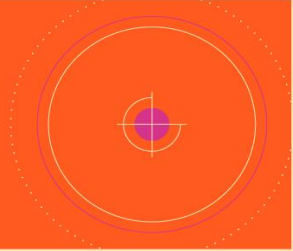
GOAL 3:

Appendix 3

S

Specific

Make your goals specific and narrow for more effective planning.



M

Measureable

Define what evidence will prove you're making progress and reevaluate when necessary.



A

Attainable

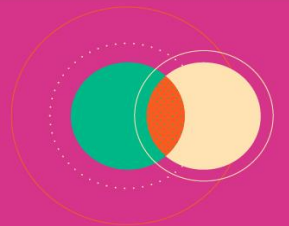
Make sure you can reasonably accomplish your goal within a certain timeframe.



R

Relevant

Your goals should align with your values and long-term objectives.



T

Time-based

Set a realistic, ambitious end-date for task prioritization and motivation.

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