



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

Personal Development Plan

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Course title:

Academic and Employability Skills

Bsc Cloud Computing

MODULE LEADER:

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Objectives:

The aim of this paper is to give understudies the fundamental information and systems that support and improve the learning procedure. Understudies will be urged to build up a positive and intelligent way to deal with learning, and to assume liability for their very own learning. Such abilities advance a more profound comprehension of the subjects examined all through the Higher instruction program. They bolster feasible long-lasting learning, and are the transferable aptitudes wanted in the business setting.

Finding:

Upon the successful completion of this module, the student should be able to demonstrate the ability to demonstrate transferable skills in a learning environment. Shall be gaining the skill to apply an academic, positive and professional approach to their studies.

Key words:

skills, academic, personal development, values, goals, discipline, mind maps, key words,

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I. INTRODUCTION

1. PERSONAL OVERVIEW

Nowadays the world is developing so rapidly! Technologies are invented every day, business is changing, meanwhile it is getting hard to keep a good relationship, but on the contrary it is the most important task. Personal development is extremely challenging, moreover it is becoming a trend.

For myself I can say that I am charming and friendly entrepreneur with a spark of discovering new fields. Curiosity is my friend and enemy since child! Nevertheless, I am coming from a small town in Bulgaria where Amazon is called "that site you can buy from your computer", at the very moment I am living in the most developed and influencing city in the world. I feel myself really lucky, yet I am grateful for what London is offering.

I have studied in the National Gymnasium of Natural Science and Mathematics Montana. Years 1995-2000. Major disciplines were Mathematics, IT, English. Here was the place where the fire for computers and programming started.

However, I decided to study marketing and management in the Dutch MT&M COLLAGE based in the capital of Bulgaria. The study of marketing helped me developed business and communication skills. Those helped me while worked as a sales representative for RSR Abbot Diabetics Care. Developing those skills and my affection for houses made me become real estate agent. The role of real estate agent requires the skill of time management. Being on time was one of my core values. Thus, require good time managing, knowing your tasks and good efficiency. Another core value is relationship. To the present day I am keeping good relationship with my ex clients. For example, Birthday cards and good Christmas wishes as well as new business proposals following when the couple of years has already passed. This is showing me that this is the right way.

In London working in a real estate was not that interesting for me, so I decided to open an Amazon shop. Meanwhile, the passion for charity start growing and an idea emerge. Teaching children in a difficult situation how to play tennis. More significantly how to have fun and approach live positively.

II. SKILLS EVALUATION

1. PDP PRESENTATION ANALYSIS AND EVALUATION OF KEY SKILLS

The technical skills we are going to acquire through the following semesters in the cloud computing course at UWTSD like Computational Thinking, Network Principles, Software Development, Informational Engineering, Database Management System, Cloud Computing Technologies. All of these skills including the knowledge that this course is offering will give me very good grounding in network administration. (UWTSD, 2019). Clearly I am focusing on the importance of the main employability skills. That is because I am at my first semester of the course and the technical skills that are necessary to work on are all I have mentioned above.

An outstanding aptitudes hole is confronting Wales in the UK as individuals neglect to feature abilities including imagination and authority. Roughly 56% of people who are more than 16 years in Wales have totally neglected to grandstand the employability aptitudes required to triumph on work environment condition (Griggs and Scandone, 2019).

The seven essential employability aptitudes are what many people are capable at as the worldwide examples of work reform. Late investigations demonstrate that the conventional wellsprings of such aptitudes including formal instructions and job training are directly inadequate and not set up to counter the employability hole (Thomas 2019).

Personally for me most important skill excluding knowing your personal values are:

1. Proactivity

The latter involves stepping up to the plate and complete things rather than responding to occasions. Being proactive suggests foreseeing that changes may happen and search for new arrangements. When seeking advancement, proactivity helps people to evaluate new ways to deal with getting things done, make proposals, just as assume liability to achieve change (El Mansour and Dean 2016). This skill encourages people to assume liability for their activities and lives rather than trusting that things will occur. Being proactive also means to make choices, to live your life according your values, your personal choice, not to live being led by others.

2. Resilience

Flexibility is the inside sturdiness to adapt to troubles and situations of crisis, to transform them into important and positive learning encounters.

We can say that we are flexible when utilizing the psychological practices and procedures to shield self from the negative effects of stressors. (Abas and Imam, 2016). Adaptability is dependent on the personal values. Following my personal value as UK follow the constitution is keeping me mentally strong in a setback.

3. Communication

This skill involves the physical and verbal aptitudes individuals utilize day by day to clarify just as express their emotions and thinking to others. Relational abilities are basic for good composition, tuning in, perusing, just as speaking (Jackson, 2015). These abilities are required for having a good relationship. Keeping good relationship is another skill as well as one of my main values. It is mandatory with your family, your lover, colleagues and your business partners

4. Leadership

Involves the capacity to get the best out of individuals as an individual work all things together with a group of people. It is a fact that leadership inspires people to follow the cause and perform at their best. It is likewise a huge capacity of the executives that guides to build effectiveness to accomplish hierarchical targets. Initiative rouses and requires discipline; these characteristics are significant in everyday life (Jackson, 2015). Leadership is the skill that require good discipline. It is the skill I am working on, to become a better version of myself. To be a good leader you ought to know your personal values inside out. The level of consciousness has to be very high.

Here it is included a part of my PowerPoint presentation. Learned how to use PowerPoint and that something so simple might take lots of time. When presenting I realized that I can stalk in front of the audience and loos speech for things that you know inside out.



SELF PRESENTATION

VLADISLAV V. TSVETANOV

ABOUT ME:

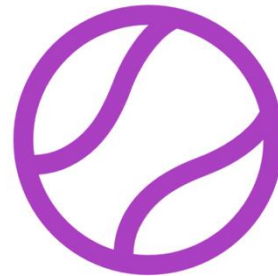
**Charming and friendly entrepreneur
with a spark of discovering new fields.**

ACIEVENENT

HIGHER DEGREE IN MATHEMATICS AND INFORMATICS

A THREE
YEARS BACHELOR 'S DEGREE
FOCUSED ON STRATEGIC AND
BUSINESS MARKETING.

LEVEL 1 AWARD IN
COACHING TENNIS LTA
BRITAN FOR TENNIS



GOALS

To improve my FQ ;

To imprmy EQ;

Work on discipline on a daily
basis :

Read more and read 3 times
faster;

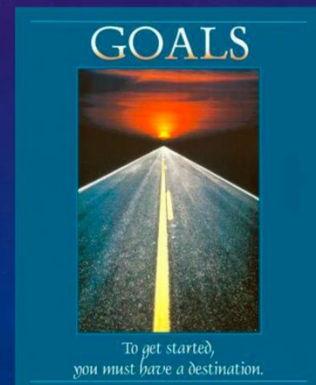
To take all my exams in the
university Trinity Saint David;

To improve my team working:

Problem solving ;

Conflict resolution

Communications



2.MIND TOOL METHOD FOR EVALUATION OF OWN SKILLS

When examine my PDP and skill in the technical part I need to focus on the following skills: Computational Thinking, Network Principles, Software Development, Informational Engineering, Database Management System, Cloud Computing Technologies. My discipline with the good time management and the skill of focusing on demand, the speed reading and good understanding will help me obtain all the knowledge and all technical skills.

When evaluating my personal skills, I definitely need to work on the discipline and time management, as well as on my leadership.

III. GOALS AND WAYS TO ACHIEVE THEM

Short term goals are taking my exams, learning about academic and employability skills, computational thinking, network principles, internet protocols, informational engineering, software development, computer architecture, IP internet working. To achieve that I will improve my discipline, the reading and understanding, meanwhile I will have fun while working!

Thinking in a long term my degree is coming first together with the leadership and again the discipline. Therefore, discipline synergized with good management and leadership, together with all technical skills. Clearly this requires working with creativity. All together will help me come to a point where I will be able to come with efficient solutions to a nowadays and tomorrow problems. And this will help our society and future generations.

The action plan is: **First think First**, while thinking for the final result. This mean to work every day on all the skills. Study the technical subjects and do research every day. Schedule my day, my week, year, the next 3 years and 20 years using mind maps.

IV. DATA PROTECTION

The backup procedures are Business continuity planning, back up site and raid. The first one is creating strategies planned for reestablishing the ordinary activity of a data framework in case of a crisis. Second houses a duplicate of the association's primary information preparing offices, including equipment, programming and cutting-edge information records. In case of a crisis, preparing can be changed to the reinforcement site quickly with the goal that the association's work can proceed. Raid stands for indistinguishable duplicates of significant information documents are kept upon various diverse devices. In event that, at least one of the capacity gadgets falls flat, extra gadgets are actuated consequently, enabling continuous access to the information and diminishing the probability of losing exchanges or updates. (UWTSD, 2019)

There are quite malicious “viruses” that can gain unauthorized access to your computer. The “worms” that’s mess up the data in your PC. “Trojan” that’s pretending to be a valid program, but usually let the malicious invade your comp (UWTSD, 2019).

V. TIME MANAGEMENT AND ORGANISATION

Regarding time management here are 10 stages to great time management :
1 Be methodical; 2 Find out your time necessities 3; be clear with yourself how to utilize your time 4; Decide how to invest your energy 5; Prioritize what is most significant 6; Plan what you will do and when 7; Stick to your arrangement 8; Apply the tricks you have learned 9; Handle interruptions and delaying 10; Be sure and constantly seek everything to work

And some more advises that I am finding extremely helpful ! It starts with the precision in building up a comprehension of how you utilize your time. Find out how is best to deal with your opportunity to accomplish your needs. Be systematic in arranging your time. 2 Find out your time necessities and what is required for your program. Choose carefully how much time you should spend in free investigation. 3 Clarify how you utilize your time currently. Be mindful of how much time it takes you to get things done. Check where you think your time goes and where it really goes. 4 Decide how you need to utilize your time and choose how you will invest your energy. Choose how much time you need to provide for various exercises. Contrast this with the reality. Find out where you really invest your energy. 5 Prioritizing is the key. Sometimes we may think that it's difficult to fit in all. There are things we might want to do and a few things that will be more pressing than others. Distinguish your needs and set a period by when these must be finished. How much time am I expected to spend on study as a base? To what extent does it take me to head out from A to B? How long and how do I have to function seven days? A week, month, the whole year? How, when and why am I going to deal with the time available? Which is progressively significant for me to do first? (Cottrell, S., 2013).

Following all of the advises above I am doing schedules on mind maps, focusing on demand using a trick. Meditating is the key to reduce the stress (Superbrain university, 2019) Knowing my values helps me keep the stress levels down anyway (Stephen R. Covey, 2004)

And I want to finish with a tip from a student from Namibia Bianca, Student, 1 - Namibia 01/29/2019[1] : “It is best to understand what you are

reading, this will help you to remember the work and also very important Go through your work every day, just so you don't stress yourself during exams or tests.”

VI. CONCLUSION

15 Statements to Answer	Not at All	Rarely	Sometimes	Often	Very Often
stay one step ahead in the conversation, and I actively think about what I'm going to say next.	☐	☐	☒	☐	☐
14 When I encounter a setback, I have difficulty focusing on the situation positively and objectively.	☒	☐	☐	☐	☐
15 I'm motivated to complete all of my work in a timely manner.	☐	☐	☐	☒	☐

Calculate My Total

Total = 65

Now, use your scores in the following five areas to decide where to start building your skills. (Tip: Concentrate on the lowest scoring areas.)

Here I am showing my test results from mind tools test. It shows that I am performing bad good in problem solving and decision-making. It also shows that I'm immaculate as a leader and manager. Excellence in communication with people and personal mastering.

Have to say that there are very strong bias on certain points. Clearly there is a gap in problem solving, but in decision-making I have proved efficiency. While been a good leader usually means that you are good manage, however you might be not as good. Yet you can be a good manager, but not a good leader at all. (Steven R. Covey, 2004) For example I don't feel good enough with communication with people. Therefore, the structure of the test isn't clear. I do recommend digging deeply into your values. After what writing down the important skills for you and start digging to find out what is missing. Always ask

yourself the questions what, where, who, where, when and how. Write down everything and better mind mapping.

Here is some finding that I wish to emphasize on. Mind mapping was presented by Buzan (1974) and stays away from the standard direct strategy of note taking. For focusing on the nature of our encoding of data. This includes drawing mind maps, in which we put the point at the centre of our paper or in a modern app, as opposed to at the top as usual. And afterward work outwards from the focal subject in growing branches. As we distinguish key words, we make an association on the paper, yet in addition in our brain. As we make these associations, we are embeddings mental triggers, which can be pulled when we need to review the watchwords, yet in addition other data that is documented with them. We can consider our super brain as being similar to a PC or file organizer. If documents are obviously named and recorded in a consistent arrangement, the way toward recovering data turns out to be a lot simpler. Mind mapping can likewise be utilized to improve our forces of creativity (Smale, B. and Fowlie, 2009) Nowadays most of the successful people in London are using mind maps and this is one of the reason why you should get advantage of it.

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