



PROFESSIONAL DEVELOPMENT

PLAN

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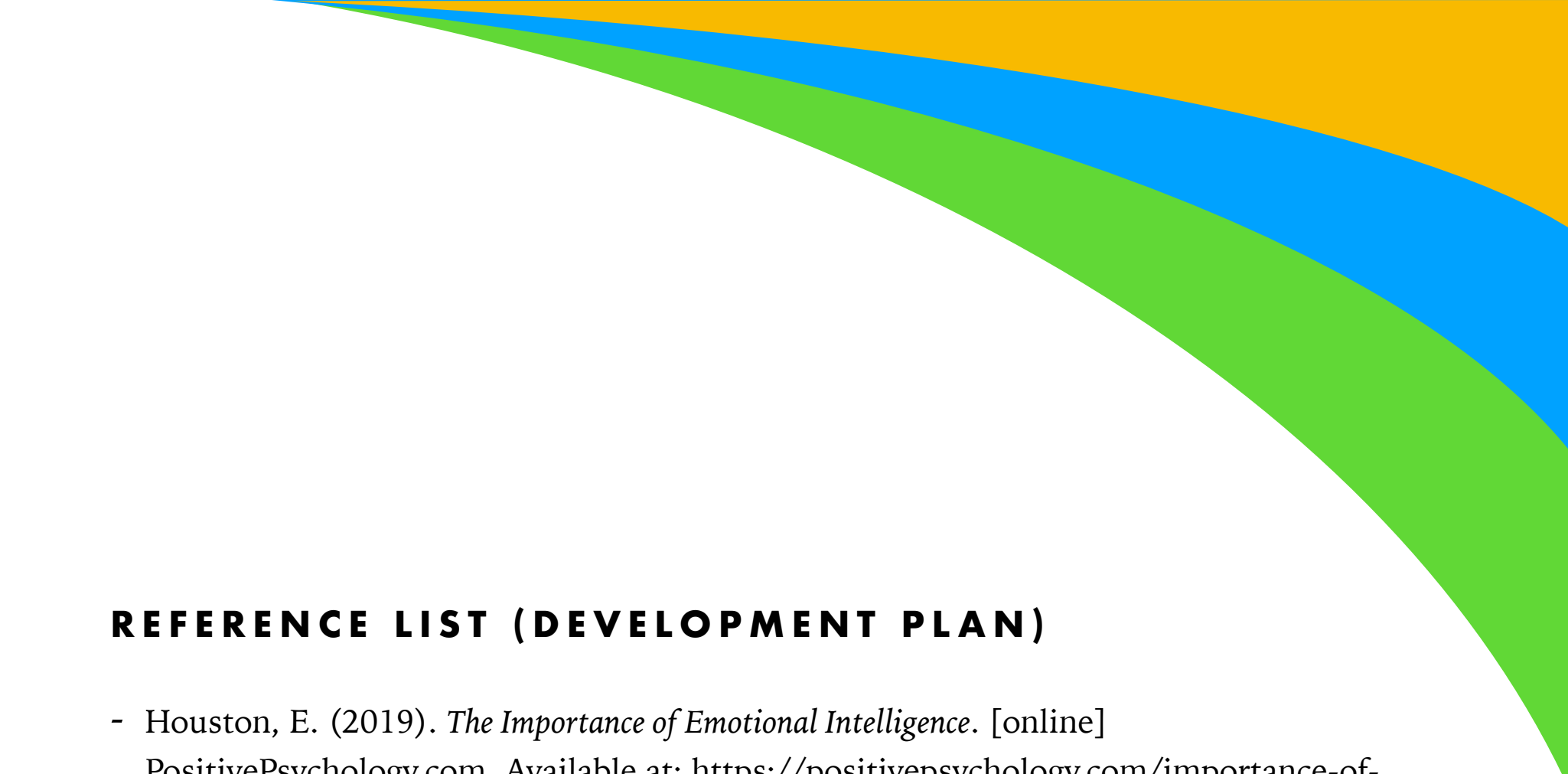


INTRODUCTION

As stated by Katie Martinelli (2017), a professional development plan is a method of displaying an individual's career targets and provides how to complete those targets within a specific time frame. It allows the individual to take a visual approach to plan their future, whether it be professional or personal, and work out how to effectively improve the skills needed to complete their goals. The importance of a PDP is paramount for individuals invested in improving their professional understanding of their future career prospect amongst other necessary skills needed for a particular job role within an executive environment. Confidence is a useful trait that many working professionals learn how to improve or gain the confidence to either help promote a business idea, or allow them the ability to talk to a group or an individual; something that a Professional Development Plan helps identify and acknowledge. Applying SMART as a tool is an effective way to complete targets as it requires the individual to describe a completion date, are easy to apply therefore rendering the need for professional guidance unnecessary.

PROFESSIONAL DEVELOPMENT TABLE

WHAT DO I WANT/ NEED TO LEARN (SPECIFIC & RELEVANT)	WHAT WILL I DO TO ACHIEVE THIS? (SPECIFIC)	WHAT RESOURCES WILL I NEED? (ACHIEVABLE)	WHAT WILL MY SUCCESS CRITERIA BE? (MEASURABLE)	TARGET DATES FIRE REVIEW AND COMPLETION. (TIME BOUND)
I want to improve my people management skills. Good leadership is very important for group work as "encourages participation in achieving set goals" (Pamfilie, R., Petcu, A.J. and Draghici, M., 2012).	Organise talking points and other areas to be brought up in group meeting to control and leadership is maintained throughout the meeting.	Using Google Scholar to find respected articles on effective ways to improve leadership skills.	I will be able to delegate tasks and ensure they are met to a good level of quality. I will be able to speak up and take control if I notice members who need talking to.	By the end of semester 2, ready for the third semester.
Judgement and decision-making skills are also very important; these are both skills I need to improve on. The Myers-Briggs Company (2012) states that "we must remember that an authentic leader will be someone who is able to successfully balance a pursued individual and collective interest"	According to the Psychological Science, meditation can help a person "clear[s] the mind" and allow them to make better decisions. A 15-minute meditation essentially helps your mind vacate other thoughts allowing the individual to "counteract this deep-rooted bias" (Science Daily, 2014)	Using Youtube and locating a meditation music video, I will be able to clear the room of people, sit down and meditate for 15 minutes each day.	I will use an online decision-making quiz throughout the month to track and assess decision making skills. This will enable me to analyse differences and hopefully improvements with my judgement and decision-making skills.	I will be starting this on the 17th February, 2020 until the 9th March, 2020.
Improving your emotional intelligence is important to those interested in building social skills. Elaine Houston, B.Sc. in the 2019 online article also mentions an employers understanding and emotional Intelligence capability has more significance than qualifications.	I need to confidently and fully identify my stressors and create a plan to eradicate this stress. Along with colleagues from the Department of Epidemiology and Public Health, University College London, Dr Mark Hamer performed studies and extensive research displaying that exercise is a very effective way to reduce such stress (NHS Choices, 2008).	Using a calendar to organise and plan sessions at the gym using a free gym membership provided by my accommodation.	I will monitor my stress levels daily throughout the next month, monitoring what level (1 to 10) of stress I am feeling both before and after the gym session.	I will be measuring my stress levels for the same 4 weeks as the meditation criteria; starting on the 17th February, 2020 until the 9th March, 2020.



REFERENCE LIST (DEVELOPMENT PLAN)

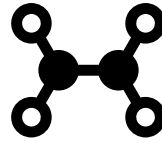
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VIDEO LINK

https://youtu.be/nMJ_CzDAJL0

REFERENCE LIST (VIDEO)

- Larson, C.E., Larson, C. and LaFasto, F.M., 1989. Teamwork: What must go right/what can go wrong (Vol. 10). Vancouver: Sage.
- Management Study Guide (2019). Importance of Leadership. [online] Managementstudyguide.com. Available at: https://www.managementstudyguide.com/importance_of_leadership.htm.



SPEAKER NOTES

INTRODUCTION

My name is George Gapper and I'm currently studying Digital Marketing at the University of Wales Trinity Saint David. As part of my first assignment in Semester One, I was tasked with researching local charities in Swansea and after creating a group consisting of peers from my class, working together with that charity to create a fundraising event held at a venue of our choosing. In this video presentation, I will be implementing the Gibbs' Reflective Cycle as the structure for my reflection.

DESCRIPTION

We began the project by arranging set dates where we could host group meetings to delegate tasks and discuss matters concerning the project. We started as a group of six; Myself, Angharad, Rhys, Kebba, Victor and our team leader, Becky. This allowed us to maintain structure within the group throughout the research and outreach to the charities. Unfortunately, Becky was unable to continue her studies at University and had to leave the group shortly after starting the project.

In our first meeting, we first researched online to find local charities to contact and discuss ideas to see how we can help their cause. Originally, we had the idea of hosting a video-game tournament where people donate directly to the charity and compete with others to win a voucher, money or another item of their choosing. We reached out to the Matthews House Charity and after exchanging views on what would best suit them, we noticed that a form of clothing donations would be the best option. Ultimately, our group was very happy with the amount of items people generously donated, as well as a few financial donations too. After sending over the donation box and collection tub, we received an email from Ellie, the project coordinator at Matthews House, who thanked us for the support and awareness gained from the project.

FEELINGS

As mentioned before, our original team leader Becky, was unable to continue her studies at the University which left us in a situation where we had to decide whether to continue as a leaderless group, or pass on that role to another member of the group. Respected author Larson states a large part of the success within teams is the “great sense of commitment” felt about the team and its success. Therefore, I felt fairly anxious at this stage as I was unsure with how successful the project would turn out given this obstacle. Taking over the role of leader was something I also felt uneasy about as I believe my leadership skills were not sufficient enough at the time. I later learned from the Management Study Guide that the importance of good leadership determines the efficiency of the group to achieve their goals.

EVALUATION

I was pleased to be told that Angharad would be stepping up and taking leadership over the project. This put me at ease and allowed me to focus on the tasks that had been delegated to me. Our team decided that Angharad being team member was the best choice, giving the rest of us an opportunity to succeed in what we needed to do.

ANALYSIS

Although experiencing problems arise during the process of planning and executing this project, myself and Angharad the evidence that we were finally back on track with determining a full plan for the project; including dates times and additional information to advertise.

CONCLUSION

By maintaining my team member role in this group, this allowed me to take notes of issues that arose and listen to the ideas from a different person’s perspective. Although I ultimately decided not to take the role of team leader, I wish I voiced my opinions or concerns when they became known to me. For example, I felt a lack of interest, input and effort with certain members of the group at times. If I allowed myself to mention these concerns as they arose, then I believe it could've helped keep the project on track within their personal schedules and responsibilities.

ACTION PLAN

If given this opportunity again, I would present myself as a willing group leader. I would ensure I was aware of my group members abilities and limits, thus tailoring tasks that each group member will be able to complete well and efficiently. I would also reach out to tutors and other members of the University for advice on how to manage and lead a group through a given project. Improving my team leadership skill is something that my professional development plan Will help me with as it outlines steps necessary to improve their skills. I also plan to invest time in learning how to improve the skills with other members of my class as it will allow us to help each other in the process.

REFERENCES

- Larson, C.E., Larson, C. and LaFasto, F.M., 1989. *Teamwork: What must go right/what can go wrong* (Vol. 10). Vancouver: Sage.
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