

Personal Development Plan



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I. INTRODUCTION

PERSONAL OVERVIEW

Personal development plan will document a process of self-analysis, personal reflection and honest appraisal of my strengths and weaknesses. This will enable me to evaluate the value of the management training I have received so far, and to consider my future leadership development.

For a start, my name is Borislav A. Dimitrov, born and raised in Sofia the capital city of Bulgaria. I moved to London at the age of 24, and for 2 years now I am leaving and working in the capital of the United Kingdom. With my over eight years' experience in hospitality, I have reached the opportunity to work in the highest positions. And not too long after that I was able to acknowledge and conclude that, my achievement is not enough, and I want/can do more. I needed to change my perspectives and to remind myself about my real dreams and opportunities which I had forgotten.

I have always been passionate around new technologies, always seeking for new gadgets and innovation. My interest is involved with both hardware and software development. From my teenage years, I am developing my ability to find the problem and execute a decent/proper solution. From a crashed device, needing a fresh OS installation, to establishing my first Home LAN Network.

I studied at the Professional High School of Electronics "John Atanasov" located in my hometown. My speciality was Electrical Engineering, from where I feel confident with soldering elements on a circuit board, the ability to read wiring diagrams and the ability to fix small electrical problems inside the house/office.

My first experience, working as a System Administrator was at the age of fifteen, in a small local gaming PC club called "The Network". A colleague and I, have managed to build fifty Personal Computers from scratch, equipping them with Operating Systems and connecting them to a LAN network. Maintaining, monitoring, bug fixing. That was a perfect environment for experimenting with network problems/solutions, Great experience for my age back then. From that moment I got confident with Technical problems and even if I do not have an answer in a current situation, after a quick research on the web, I am able the find and implement the necessary solution. Whenever a friend, family or college have a Computer problem, I am the guy who they call for two reasons: Cheaper than a licensed service, Gaining professional experience. So I decided, that if I can do that for fun and self-amusement, I should continue my professional training and growth in the IT direction.

II. SKILLS EVALUATION

➤ PDP PRESENTATION ANALYSIS AND EVALUATION OF MANE SKILLS

In this section we are going to distinct the mane skills we need to succeed in to two sections:

A. Academic skills – Critically important study strategies giving the right approaches we need to apply throughout my HE Development and eventually use to the rest of my life.

- Academic/Scientific writing and Referencing
- Digital presentation skills
- Constructive and Creative
- Critical thinking and reflective practice
- Time Management
- Effective Research
- Managing information

Most important thing is the ability to express your thoughts, using the right approach according to the audience. From now on we are going to follow strictly the Academic/Scientific writing style in my reports. Designed in specific straightforward structure filled with clear short, and precise explanations.

Stunning PowerPoint Presentation will pin the attention of the audience and will give me a chance to present my work using “Object analysis and evaluation of an issues, to form a judgment (Critical Thinking)”. To Aim for efficiency, we must comply with Time management. And finally, Effective research where the top priority is to distinguish the credibility of the information on the web.

I believe with all that knowledge my stay in UWTSD will be fresh and peaceful.

B. Employability skills – Critically important professional skills you need to have and be able to implement in given situation, showing the technical understanding of the subject.

- Adaptability
- Teamwork
- Motivation and initiative
- Patience

- Negotiation and influencing
- Problem-solving and decision making
- Conflict resolution and mediation
- Leadership

Adaptability and teamwork are the first important skills you need to own, for your smooth start and best interactions with your future colleagues. It is important from day one to be motivated and full of energy, the first impression is essential. The ability to self-integrate in a formed team, using your patience and waiting for the right moment in which you can show your potential. Implementing a Problem-solving techniques regardless of the scenario will confirm my place in the team. Dealing with Conflict resolution, using your patience and smart negotiation skills should distinguish me from the rest, and will emphasize my Leadership knowledge.

C. TECHNICAL SKILLS

- Developing applications
- Network management
- Database security
- Web Development
- Data center virtualization
- Project Management

The ability to develop application will open the doors for realization of personal innovative ideas. Also, it enables to fulfil given tasks from your employer.

Understanding of networks, in my case, I need to earn my Cisco Certification, important task according to networks! Every employer will greatly appreciate that knowledge! Followed by implementing database security techniques will show that I am getting involved with various types of controls, such as technical procedural/administrative, and physical. Going deeper with, Database virtualization that enables compute and storage resources to be pooled and allocated on demand. With the upcoming 5G speeds and Elon Musk's StarLink project which will provide access to internet from any point on the earth, the limit that we had for the last 40 years will disappear. Gigabytes will be flying like gif files, which leads to the fact that the cloud services are yet to be revealed.

Project management is allowing me to achieve all of the project goals within the given constraints. I see my whole development in this course as one big project for which I feel prepared.

➤ SELF-EVALUATION EXERCISE USING MIND TOOLS

The outcome from the MIND Tools Skills Questionnaire [1], will reveal the potential and the shortcomings of the individual, after giving honest answers to 15 indicative questions. Same outcomes will guide us in the right direction on how to improve our employability skills.

My results as calculated: **65 points** (from maximum 75points)

Headship and Management

(Questions 5, 7, 12)

Your score is **15** out of 15

A good leader can not only manage a organization, he will be able to follow the growth of his team a them his company. By helping with the development, first of his employs then as it follows the company. The best leader will always be prepared for the worst scenario and is the man how will make the hardest decisions in key moment without hesitation. Strick but fair he can get to the top of his dreams.

Puzzle Solving and Solution

(Questions 2, 10, 14)

Your score is **9** out of 15

Problem solving and decision making are two areas where we need to work hard to achieve our tasks. They are related. Effective problem solving is the process of understanding the cause of the problem. Tools such the 5 Whys technique, CATWOE and as Root Cause Analysis are a must at this point. Once you fully examine the problem, we can make the best decision. There is a lot of work, so we need to learn how to use a important decision-making tools.

Communication Intercourse

(Questions 9, 11, 13)

Your score is **11** out of 15

The ability to interact clearly with the work is a mane key for success. To improve our communication skills, we need to be sure that we know how to plan our speech. Active listening is a must. We need to listen and fully understand what our college is trying to explain. Conflict remedy using calm ton.

Time Handling

(Questions 1, 4, 6, 15)

Your score is **20** out of 20

Time Handling is the most important skill we need to develop in order to complete our goals. Helps with productivity and ensures your place in the timeline! To manage our time properly we need to learn to priorities and forget about distractions . Avoid letting the work for later, everything need to be done on time.

Personal Development

(Questions 3, 8)

Your score is **10** out of 10

Once you top up your self-confidence and self-esteem, start believe in your self, you will fell the power to continue your development process. Setting and achieving your personal goals, using the principles of SMART to accomplish these.

Time Frame	Short-Term		Long-Term	
My Goals	➤ Be full-fledged student, able to express his thoughts using professional approach. ➤ Explore Cisco Networking Academy ➤ Keeping my scores above 80%		➤ Start own company/organization/business. ➤ Junior Cloud Engineer/Cisco Network Engineer ➤ Data Engineer at AWS. ➤ System Administrator, App Developer, Campus Admin	
Skills and Knowledge to be earned	Personal	Technical	Personal	Technical
	1. Time Management 2. Communication skills 3. Decision making 4. Effective Research 5. Digital Presentations 6. Problem solving	1. Network management 2. Systems and enterprise architecture 3. Analytics and data management	1. Academic/Scientific writing and Referencing 2. Constructive and Creative 3. Critical thinking and reflective practice 5. Time Management	1. Developing applications 2. Network management 3. Database security 4. Web Development 5. Data center virtualization 6. Project Management

III. ACTION PLAN

In order to fulfil my goals, I need to use and constantly upgrade my Personal and Technical Skills [2]. In this case I am going to use the outcome generated from section II. SKILLS EVALUATION to conclude what skills am I missing or need to work on.

Next step is to list my short and long-term goals, and now I am ready to establish the Personal Action Plan.

Table 1

From the previous chapter, I conclude that I'm missing knowledge from 2 main skills:

A. Communication Skills:

- Build and maintain communication as a priority (read articles, university books or learn from successful friend).
- Simplify and give straight forward answers.
- Make sure you are understood.
- Improve my Listening Skills, (Good communicators are always the great listeners).
- Learn about Body language and never lose eye contact.
- Respect your audience.

B. Problem Solving and Decision making:

- Identify the main problem
- Be prepared with alternatives
- Pick the right alternative
- Execute the choice
- Implement the choice
- Evaluate the results, check for mistakes and bugs.

Action Plan Template: GOAL OF THE PLAN – Improve your Communication Skills, then your Problem Solving and Decision making

Goal of the Plan	Action Steps	Deadline	Progress	Evidence
Communication skills:	1. Build and maintain communication as a priority (read articles, university books or learn from successful friend). 2. Simplify and give straightforward answers. 3. Make sure you are understood. 4. Improve my Listening, Good communicators are always the great listeners. 5. Learn about Body language and never lose eye contact. 6. Respect your audience.	01.09.2020	Using self-assessment 85%	1. Reading books will enrich my vocabulary. 2. Using simple, straightforward language 3. Ways to clarify or rephrase your speech for clear understanding. 4. Ability to accurately receive and interpret messages in the communication process. 5. 50% of the communication is verbal. 6. Listen, answer the questions calmly, have patience.
Problem Solving and Decision making:	1. Identify the main problem 2. Be prepared with alternatives 3. Pick the right alternative 4. Execute a choice 5. Implementing the choice 6. Evaluate the results, check for mistakes and bugs.	01.09.2020	Using Self-assessment 80%	1. Choosing a rational approach to identify the problem. 2. After finding a working solution, it's important to identify possible alternatives. 3. Considering the factors: Cost, Legality, Impact on the firm, Effect on social relations, Ethics of actions. 4. Dealing with the problems as soon as they arise. 5. Once the decision is taken, an implementation is followed. 6. Analyzing the measured results to determine how well the program performed.

Table 2

IV. DATA PROTECTION

The most important thing is to protect our data from corruption, theft, or loss. We need to ensure that our data is protected, and we can restore it quickly if there is any unexpected damage or hack.

Storage drive that can protect data can be USB Drive, Server or cloud-based service.

For example, there is a strategy that follows the “In Three different places” rule that gives me a high level of data protection for my files, document, or media. I am using my home desktop for server, where I store my precious data at the same time, I have backup files on my cloud account and on my portable flash drive.

Basically, if our server is exposed to a hacker attack. We are going through a procedure of isolation the infected system, full format of the infected hard drivers, and running the backup from the backup source we have: Cloud Account or Flash Drive.

A good example for a hacker program is CryptoWall. Developed to infiltrate computers and hides as a ticking bomb. Trojan horse that encrypts hard drives and blackmails its victims for money in exchange for the encryption key for their data. Making sure that all the software is up to date and a proper antivirus program and firewall are in use, is top priority. Install an efficient software like Kaspersky Antivirus Software which provides effective protection from both threats. Kaspersky is global leader in cyber security solutions and services built to protect your home and business.

We can use Mirroring to create an exact replica of a website or files, so they are available from more than one place. Giving the opportunity to recover data faster, while continuous data protection backs up all the data in the server whenever there is an update.

Virus security measures

- Any access to machines and software is strictly prohibited.
- All the tech will be checked daily with antivirus program.
- All the outside drives need to be checked before connection to the system.
- Daily backups must be made, to neutralize the damage caused if the system got infected.

V. TIME MANAGEMENT AND ORGANISATION

Time management targets to Develop the efficiency and the effectiveness of individuals, teams, organizations, with the help of several techniques such as planning and scheduling by using tools as computers and smartphones throughout our career. Organizing tasks by priority so that everything can be at order [3].

The difference between Time management and Organization is general, organizing deals with sort of thing and time management deals with activities that obey time schedule. Both are important.

Time management gets involved working with both efficiently and effectively. You are gaining efficiently when you finish tasks in the required time schedule. You are working effectively when you focus on the Top priority tasks. We are fighting for excellence, and we are going to achieve it by organizing and work efficiently and [4].

3 steps to Identifying your Personal Demands:

- Discover the Possibilities – identify all the possible Personal Needs that you might have.
- Refine your list – narrow down your list so that it includes only those Personal Needs that are most important to you.
- Build a Plan – a plan designed to meet all your needs once and for all

Weekly Schedule is the only way to keep track of all your tasks for the week. Schedule for everything you need to complete throughout the week, so we can accomplish you main goal.

The R.E.D Model – There is a difference between a leader’s critical thinking and their ability to achieve high goals, by using their potential. The effectiveness of a leader depends on the quality of their choice. Critical thinking is a self-evaluation mode in which we are improving the quality of our thinking. Critical thinking skills is helping us to these the facts from opinions.

- **Recognize assumptions:** it is all about statements that are implied to be true in the lack of proof. Understanding what is being stated and judging whether the information is true, or false whether there is a lack of evidence. Identifying assumptions allows you to discover info gaps. Once stated it should be examined from different perspectives to.
- **Evaluate arguments:** this skill analysis the evidence and arguments. The subject need to be objective, while logically working through arguments and information. When we

suspend our judgment, which is a challenge if the argument is touching you emotionally, we achieve Critical evaluation.

- **Draw conclusions:** this deals with arriving at conclusions that logically reinforce the theory, based on the evidence. To draw a perfect conclusion the subject need to be reviewed from all the aspects and angles, and with the help of Critical thinking we are able to do that [3].

Procrastination and types: Avoiding and postponing what should be taken care of now.

- Perfectionist – Everything must be perfect
- Dreamer – Big plans, No Implementation
- Worrier – Fear of risk, no commitment
- Crisis Maker – Wait until last minute
- Defier – Refuses to live by other's demands
- Overdoer – Someone who does something to excess

Dealing with procrastination using strategies: Backward Planning, Activation Energy, organizing your home study area.

Stress Signals: fall into four categories:

- Cognitive
- Emotional
- Physical
- Behavioral

Stress reduction strategies

- Set appropriate limits
- Keep a positive attitude
- Find new Hobbies
- Exercise
- Eat healthy
- Learn to say no to distractions
- Rest and Sleep

VI. CONCLUSION

This project played an important part throughout my personal development. Giving the opportunity to explore the problem from above, highlighting the mane key points

that I need to get clear with, to increment my knowledge for establishing my first personal development project.

Starting with personal overview, giving a clear view of the person you are. Going through self-evaluation exercise to find the missing links for my personal and technical skills.

Establishing Action Plan, Using the Action steps to complete the task. Verifying the outcome with evidence, using self-assessment.

Sharing important Data security methods and their implementation. Virus security measures.

For Time Management and organization, I can conclude that those are the most important techniques and processes such as goal-setting, planning and scheduling, that we need to fully understand and be able to follow throughout our whole life. When you get organized and work both efficiently and effectively, you are approaching excellence.

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APPENDICES

APPENDIX:

PowerPoint Presentation



Slide 1



Slide 2



Slide 3

SHORT TERM

GOALS

- To prove myself as a full-fledged student, able to express his thoughts on a new high-professional level.
- To keep up the good work and consolidate my place in the UWTSD
- To keep my scores above 80% while working as an Assistant for UWTSD's IT Service Desk.

SKILLS

- Implementing a problem-solving methods, that involve expressing problems and their solutions, in way that computer could also execute.
- Cisco Routing and Switching certifications .
- Improve soft skills, such as problem solving, creativity and interpersonal communication.

Slide 4

PERSONAL SKILLS TO IMPROVE

- Cybersecurity
- Virtualization
- Service desk and tech support
- AI and machine learning
- Systems and enterprise architecture
- Analytics and data management
- Communication skills (verbal and listening)
- Emotional intelligence
- Negotiation and influencing
- Conflict resolution and mediation
- Problem-solving and decision making

Slide 5

LONG TERM

GOALS

- Start my career as Campus Admin, App Developer, System administrator.
- Start my own organization business/Company.
- Junior Cloud Support Engineer/ Cisco Network Engineer
- Data Engineer for AWS Amazon Web Services (UK)

SKILLS

- Developing applications
- Database security
- Network management
- Web Development
- Data center virtualization
- Project Management

Slide 6

PERSONAL ANALYSIS

S W O T

• Strengths	• Weaknesses	• Opportunities	• Threats
• Critical and analytical thinking • Work experience • Confident Team Leader • Problem solver • Initiative with ability to work under pressure	• Perfectionist • Stubborn • Trust issue • Communication skills	• TO Implement my skills in work environment • TO Enrich my vocabulary • TO Meet and work with professionals • TO Show the world my ideas	• Competition • Rejection • Failure • Training and Educational obstacles

Slide 7

THANK YOU FOR YOUR TIME

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