

# Personal and professional development planning

## Overview

Reasons for undertaking personal and/or professional development planning vary. This course provides participants with a practical approach to develop in chosen areas be they personal or professional.

These may include:

- Professional growth
- Continuing professional development
- Advancement within the workplace
- Optimisation of individual contributions to their organization
- Fulfillment of career aspirations
- Planning a change
- Being responsive to changed circumstances

## Course outcomes

*On completion of this course participants should be able to:*

- Identify key drivers
- Respond proactively to personal circumstances
- Apply principles and tools of reflection
- Develop a personal strategy and plan best suited to your context

## Overview of content

### 1. Situation analysis

Key factors that influence your future plans (eg aspirations, trends, societal changes ethics, travel, family commitments. Explore needs, interests, skills, values etc

### 2. Assessment of your current position

A review of your current circumstances (career, studies etc), interpersonal skills, values, interests, personality. Undertake a SWOT analysis.

### 3. Options to develop your capability

Explore the range of possible options to develop personally and/or professionally. Select an option best suited to your needs.

### 4. Strategy to advance your learning and development

Having examined the context, assessed your current position and explored options to develop capability what do you intend to do to 'move forward'?

### 5. Application of the principles of reflection

Developing an appreciation of reflective learning and apply principles and tools of reflection to move forward

## **6. Proposed approach/measures for monitoring progress**

Define your proposed approach to track your progress

### **Who should attend?**

Anyone who wishes to undertake personal and / or professional development planning. This includes people needing to change roles, undertaking continuing professional development or contemplating major changes such as a career shift.

### **Course Duration**

One day