

Personal Development Plan

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	SKILL	CURRENT PROFICIENCY	TARGET PROFICIENCY	DEVELOPMENT OPPORTUNITY	CRITERIA FOR JUDGING SUCCESS	TIME SCALE	EVIDENCE
PRIORITY No 1.	Presentation skills	Competent enough for classroom but nervous. Not professional standard.	Confident classroom presenter	Make a presentation in Dr Smith's tutorial group	Achieve at least a B Grade for my end of project presentation for Dr Patel	By the end of the academic year	See "Self Assessment Template – Presentation Skills"
PRIORITY No 2.	Written Skills	Technical descriptions ok but lack flair in presenting my "critical thinking"	Good descriptive writing and satisfactory critical writing	Show some of my work to College Writing Fellow; prepare better essays for my Humanities class.	Achieve a 2.1 in the Humanities Programme assessments. Writing Fellow's opinion. My improved level of confidence as writer.	During my second year	See "Self Assessment Template – Communication Skills"
PRIORITY No 3.	Commercial Awareness	Interested in commercial issues, but do not have practical awareness	Practical knowledge	Participate in an industry summer internship programme	Find & complete internship programme; be able to talk "real business" with my tutor	During the Summer Vacation period	See "Self Assessment Template – Placement"
PRIORITY No 4.	Team working Skills	Poor – dislike working in teams, hate trusting my marks to others; hate having to compromise my ideas	Reliable and positive team member; competent teamplayer	Become a Student Union Society member; read about teamwork	Help organise a Society event; note how many of the skills I read about were applied by me. Enjoy the experience.	During my third year	See "Self Assessment Template – Teamwork"
PRIORITY No 5.	Leadership Skills	Lacking in confidence; not good at delegating and monitoring.	Confident leader who can delegate	Volunteer to lead on Spring term group project.	Group's satisfaction with me; project mark; lecturer's feedback; my level of confidence.	During the Spring Term	See "Self Assessment Template – Tutorial"