

Methodological tool: Personal development plan

Number of methodological Tool	EUPA_LO_153_M_001
Work Area Code and Title	WA 16: Self-Management, Supervision, Management and Leadership
Unit Code and Title	5.3 Manage own performance in the business environment
Learning Outcome Number and Title	LO153: Demonstrate the ability to assess and plan for personal professional development
Objective of the methodological tool	<p>After the completion of this activity, participants will be able to:</p> <ol style="list-style-type: none"> 1. Assess own work taking into consideration the job description as well as the needs of the company 2. Appreciate the importance of professional development of self 3. Evaluate the impact of the personal development plan on the achievement of defined role requirements and organisational objectives 4. Assess current skills and competencies against defined role requirements and organisational objectives 5. Identify development opportunities to meet current and future defined needs 6. Construct a personal development plan with 7. achievable but challenging goal 8. Identify the resources required to support the personal development plan 9. Review and update the personal development plan
Approximate Time needed for the completion of this exercise	30 min.
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input checked="" type="checkbox"/> Group discussion <input type="checkbox"/> Case study

	<input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none">1. Ask learners to create a template for own evaluation, based on the step-by-step guide on slides 26-35.2. After they create the template, ask them to present it in class and discuss
Exercise is accompanied by	EUPA_LO_153_M_001_Att_1
Exercise solution	N/A
Other comments to the trainer	The templates should be clear and precise. They should set SMART goals, then prioritise in a different table, and so forth

