**Introduction to your Personal Development Profile**

The Personal Development Profile (PDP) is designed to help you to reflect on your academic and personal development and to plan for your future. Often students are not confident in recognizing the range of personal attributes and skills they have and therefore do not communicate these well to prospective employers. The PDP process will help you enhance your self-awareness, confidence, ability to promote yourself via your CV and applications and, in turn, your employability. This is a personal reflection that is owned and maintained by you but which should be discussed regularly with your tutor.

The PDP will help you improve:

1. By helping you think about planning and taking responsibility for your own learning and development
2. By boosting your self-confidence when you realize the progress you are making
3. By helping you recognise how the learning you are experiencing in your courses and subjects is helping you to acquire a valuable range of skills and to develop your personal qualities
4. By helping you recognize how your experiences outside the university programme are contributing to your skills and personal development

On the following pages you will find a list of skills and personal development qualities which you must assess carefully at the beginning and end of each academic session by giving yourself scores using the scale provided below. More importantly, you are required to discuss/reflect on where and how you feel you developed these qualities. You should draw upon your experiences in education AND life outside of education. You are encouraged to add reflections throughout the year as you encounter new things and have new experiences. Note that the text boxes expand as you type, so please engage in a genuine piece of personal reflection, rather than one sentence responses. At the end of the academic session, you will have a discussion with your tutor and both of you will sign the PDP.

**Self evaluation scale**

1. **I feel very skilled and confident in this area of activity/attribute**
2. **I feel skilled but some improvements could be made/ I have some confidence in my ability in this area/attribute**
3. **I feel I need to improve this skill and I am lacking confidence in this area/attribute**
4. **I feel I need to put in considerable work to develop this skill/ I have no confidence in my ability in this area/attribute**
5. **I have not had any opportunity to develop this skill/attribute in the past.**

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| **Management of Self** | **Initial Score** | **Final Score** | **Explain where and how have you developed this skill/attribute and why you feel confidence or lack of confidence in each ability/attribute** |
| Time management |  |  |  |
| Attendance at classes and labs |  |  |  |
| Active listening  |  |  |  |
| Planning and organizing for coursework or projects  |  |  |  |
| Flexibility |  |  |  |
| Reflection on one’s own work  |  |  |  |
| Taking responsibility  |  |  |  |
| Coping with stress |  |  |  |
| **Working as part of a group** |  |  |  |
| Working productively in a group setting |  |  |  |
| Taking initiative within a group |  |  |  |
| Delegating |  |  |  |
| Negotiating |  |  |  |
| Offering constructive criticism |  |  |  |
| Supporting others in their work |  |  |  |
| **Managing tasks** |  |  |  |
| Identifying key issues |  |  |  |
| Setting priorities |  |  |  |
| Identifying different courses of action |  |  |  |
| Implementing a course of action |  |  |  |
| Planning and organizing tasks |  |  |  |
| **Managing information** |  |  |  |
| Effective use of appropriate sources |  |  |  |
| Effective handling/processing of data/information |  |  |  |
| Interpreting data/information |  |  |  |
| Effective visual presentation |  |  |  |
| Effective oral presentation |  |  |  |
| Effective written communication |  |  |  |
| Using information critically |  |  |  |
| Subject knowledge and understanding |  |  |  |
| **Safety in the lab or field** |  |  |  |
| Understanding nature and properties of hazardous materials |  |  |  |
| Safe practice in lab or field |  |  |  |
| Safe handling of materials in lab or field |  |  |  |

**Your evaluative discussion of your strengths, weaknesses, threats and opportunities**

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| **Strengths**  | **Weaknesses** |
| **Opportunities** | **Threats** |

**Extra-curricular activities** - Discuss how these have contributed to your skills development and experiences useful for learning, personal development and future employment. Extra-curricular activity can include working, volunteering, domestic responsibilities, active involvement in clubs/societies, sports etc.

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**Action Plan -** what do you want to achieve after this stage of your education? What do you think you need to do in order to be successful/more successful in what you do?

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These issues have been discussed and agreed

Signature of student…………………………………………………….

Signature of tutor……………………………………………………….