Personal Development Plan

Student

Degree Course:	
Student Number:	
University Email Address:	
Personal Email Address:	
Academic Year:	

A Personal Development Plan is about the following

Self Awareness	Learning Skills	Communication	Self Management
Interpersonal Skills	Research and Investigation	IT	
Reflection	Effective Problem Solving	Team Working	
Numeracy and Quantitative Skills	Critical Thinking	Analysis and Synthesis	

Your Personal Development Plan

To help start your PDP, use the following sections to summarise your achievements to date. Write a short summary of where you came from and what you have already achieved e.g. school/college, home area, GCSE and A Level (or equivalent) grades, any prizes or academic achievements, clubs sports, responsibilities,vacation jobs, travel, time out. In other words anything you think important to record.

What are your main hobbies that you actively follow and what are the things that interest you e.g. parachuting, dance, voluntary work, sports teams, reading etc. Briefly describe why you chose your particular degree subject and why you decided to study at the at the University of Pavia and at Collegio Volta. To take your PDP further, there follows a number of questions relating to each skill defined in your course Learning Outcomes. Each question has two ratings involved. Column A describes how experienced and confident you are in using or applying the skill. Column B indicates how important you believe it is for you to develop or be able to apply the skill. You should then add the scores in Column A and Column B for each skill and put the total in Column C.

Strengths and Weaknesses

Column A: use ratings 1 – 5 according to the following statements	Ratings
Have no experience, not confident	1
Have limited experience, not very confident	2
Have moderate experience, some confidence	3
Experienced, competent and confident	4
Extremely experienced, competent and confident	5
Column A: use ratings 1 – 5 according to the following statements	Ratings
Not important at all	1
Of some importance	2
Quite important	3
Important	4
Extremely important	5

Now use your findings to develop your Action Plan. Use the Learning Outcome headings to help organise your thoughts. It is up to you to decide to work on your Action Plans most effectively. The College Director or your supervisor(s) will be willing to help you and make suggestions about where and how you can develop your skills. It is in your interests to take the time now to address your weaknesses.

General Self Assessment

Reflection	A	B	C
I take time out to try and 'make sense' of what I learn and experience			
I spend time trying to think of ways to improve my academic			
I understand how to implement the feedback I receive from others			
I am aware of my personal limitations			
I can reflect accurately about my emotional responses to events			

Numeracy and Quantitative Skills	A	B	C
I am able to perform straight calculations e.g. add, subtract, multiply			
I am able to use fractions, decimals and percentages			
I am able to use equations			
I am able to calculate ratios			
I am able to calculate averages			
I am able to use graphs to express numeric data			

Learning	A	B	C
I am clearly understand the concept of learning			
I know all about the support resources available to help with my			
I am able to evaluate and select what is important and what can be omitted when taking notes and reading			
I am able to establish links between ideas			
I am able to take responsibility for my own learning			

Research and Investigation	A	B	C
I am able to identify the task in hand			
I am able to use a library catalogue to carry out a search			
I am able to take effective notes			
I know how to reference my work			
I know what plagiarism is and how to avoid it			
I know how to access contemporary resource material			

Effective Problem Solving	A	B	C
I am able to define the problem			
I am good at finding possible solutions to problems			
I am able to find the best solution to a problem			
I am able to identify priorities surrounding a problem or decision			
I am able to set targets			
I am able to organise project time			

	A	B	C
Communication			
I am able to produce clear formal written communication e.g. letters,			
I am able to express ideas, concepts and information in a well-			
I am able to ask relevant questions			
I am able to offer constructive criticism of someone's ideas in a			
I am able to accept criticism and learn from it			
I seek feedback on performance and change behaviour as a result of			
Information Technology	A	B	C
I am able to use IT to communicate effectively: emails, formal letters,			
I am able to use Microsoft Word to present information			
I am able to use Microsoft Excel to perform calculations and present			
I am able to use Keynote/PowerPoint to produce effective			
I am able to use IT to produce CV, business letters to a professional			
I am able to use the Internet to find reliable information			
Team Working	A	B	C
I am able to co-operate and negotiate with other members of a team			
I always try to make sure that everyone is included in a group activity			
I try to make sure that loud members do not dominate group			
I arrive punctually for group activities			
I remain focussed on group objectives			
I am able to define the role that I take in group working situations			
Analysis and Synthesis	A	B	C
I can examine information in detail from different perspectives			
I am able to compare the same issue from the points of view of			
I am able to see and explain why different people arrive at different			
I am able to argue why one set of opinions, results or conclusions is			
Self Management	A	B	C
I know which conditions help me study effectively			
I am able to perform to deadlines			
I am able to plan and use time efficiently			
I am able to prioritise tasks			
I am able to organise my study activities			

General Development Plan

Skill	Action	Progress (With Dates)
Reflection		
Self Awareness		
Interpersonal Skills		
Reflection		
Numeracy and Quantitative Skills		
Learning		
Research & Investigation		
Effective Problem Solving		
Critical Thinking		
Communication		
Information Technology		
Team Working		
Analysis & Synthesis		
Self Management		

Past Examinations

Learning from past experience is very important. Analyse your recent examinations in order to complete the next plan which requires you to be more circumspect and reflective. It also requires you to think carefully about how you will measure your achieve. Address carefully the following questions: What do I want/need to learn? What will I do to achieve this? What resources or support will I need ? What will my success criteria be? Target dates for review and completion. Where exams consist of multiple modules write separately about each of them. Use one sheet for each examination and use this information in order to plan your future ones (see Development Plan)

	Exam/Module(s):
How well prepared were you for this examination ?	
Comments on your preparation	
Did you check the learning outcomes/ assessment criteria before you started preparing ?	
What was the most difficult part of this examination for you?	
What did you learn as a result of completing this examination ?	
What would you do differently in your next examination in order to improve results ?	
Was the grade or worse than you expected or about right ?	
What were the positive comments given by your examiner and/or supervisor ?	
What areas for improvement were suggested by examiner/ supervisor, if any ?	

Future Examinations

Use the information from the other sections including General Self Assessment as well as specific information from Past Examinations (where applicable) in order to set priority, review dates and dead lines for your forthcoming examinations. Use one sheet per examination.

	Exam/Module(s) and Date:
Priority/Task 1	
Priority/Task 2	
Priority/Task 3	
Priority/Task 4	
Priority/Task 5	