

# Personal and Professional Development



**WEEK EIGHT**  
**LECTURER: N. QUARRIE**

# Objective



- By the end of this lesson you should be able to:
- 3.1 Discuss the processes and activities required to implement the development plan
- 3.2 Undertake and document development activities as planned

# Overview



- As you map your way forward it is very important that you create a personal development plan/career plan
- The creation of a development plan forces you to think about the path you will take to achieve your goals.
- After the creation of that plan you will need to implement it. The implementation of the plan will require motivation and drive, among other things.

# Implementation of Career Plan



- The following must be done during implementation of the Career plan:
- Learning from others, e.g. mentoring/coaching
- Learning through research
- Self-managed learning
- Seminars
- Conferences
- Interviews

# Implementation of Career Plan



- Using the Internet
- Social networks
- Newsgroups
- Bulletin boards
- Qualifications
- In-house training events
- External training events

# Learning from others, e.g. mentoring/coaching



- Learning from others can come in the form of mentorship/coaching. You could ask someone who is in the career area to be your mentor
- This person will then help to guide you along the right path by providing you with guidelines etc.
- Coaches/Mentors **MUST** be carefully chosen.

# Seminars



- It is also very important for you to seek out seminars/workshop, whether free or paid, that captures the essence of what is outlined in your career plan.
- This will provide you with valid information from very experienced persons.
- It is also very likely that you could collect brochures and other reading material that may be difficult to get elsewhere.

# Conferences



- Numerous conferences are held globally annually. They vary in theme and subject area.
- Attending conferences both internationally and locally provides that opportunity of meeting persons from varying backgrounds but with the same dreams.
- Conferences usually showcase new developments that may be taking place.
- Exposure to such new developments could put you ahead of the game.

# Interviews



- Irrespective of your career choice there are a number of persons who have experienced the career you are aiming for. It would therefore be good to speak with someone who is currently on the path you would love to be on or completed a career in that field.
- An interview therefore involves you having a detailed discussion with the person referred to in the previous point.

# Interviews



- What are some of the questions that you could ask that person?
- Take a few minutes to identify someone, whether locally or internationally that seem to be on the career path you want to be on. Write five crucial questions that you would want to ask them regarding their career.

# Using the Internet



- Increased access to the internet implies the following:
- Exposure to more information.
- The information is always new and fresh.
- Access to perspectives from persons of varying background.
- You can chose the time and place to access information.
- Attendance to web conference

# Social networks



- Many persons use social media for idle jesting. Social media can be used in the pursuit of personal development.
- Join groups, like pages that are in line with your career choice. Most of the pages allow you to ask questions that will be answered by professional with no time.

# Qualifications



- Attend a school/university
- Take short courses
- Paid online courses
- Free online courses
- Training books, CDs etc

## Objective 3.2. Explain



- Undertake and document development activities as planned
- During previous class you are told to take material that you will use 15 minutes to put together, thereby creating a typical career plan.
- Recall that the you are do a career plan for your self or create a “fake” one.

# Review Questions



- 1. Why is it important to create a career plan?
- 2. What are some of the factors that must be considered when doing a career plan?
- 3. Discuss any of the methods identified in # 2.
- 4. Are you more confident about constructing development plan?

# References



- Contentextra.com:  
<http://www.contentextra.com/eet/files/topicguides/Topic-guide-2.2-Implementing-your-personal-development-plan.pdf>
- Wicaksana,  
<http://www.slideshare.net/wicaksana/individual-development-plan-33188678>