Personal and Professional Development
Weekly Reading Guide

Week	Learning Outcome	Topic
1	**Understand how self-managed learning can enhance lifelong development**	Self-managed learning: • Definition of self-managed learning • Benefits to individual • Benefits to organization • Lifelong learning defined • Personal goal setting • Self-reflection

2		Learning styles
		• Introduction to learning styles
		    ○ Reflexive Modernisation Theory
		    ○ Kolb's Learning Cycle
		    ○ Honey & Mumford's System
		• Personal preferences

3		Self-managed learning approaches
		• Learning through research
		• Learning from others
		    ○ Coaching
		    ○ Mentoring
		    ○ Seminars and Conferences
		    ○ Job Rotations and Secondments
		    ○ Interviews
		    ○ Internet & Social Networks
		    ○ Bulletin Boards and news group

4		Effective learning • Personal assessment • Planning, organization and evaluation
5	**Be able to take responsibility for own personal and professional development**	Self-appraisal • Skills audit *(assessment instrument will be provided)*
6		Development plan • Writing a personal development plan
7		Portfolio building • Continuing education Transcripts • Maintaining and presenting transcripts • Preparing a curriculum vitae
8	**Be able to implement and continually review own personal and professional development plan**	Learning styles and strategies • Assessment of personal learning styles *(assessment instrument will be provided)* • Impact of personal style and interactions with others
9		Learning from others • Formal learning and training • Observation • Mentoring • Supervision

Week	Learning Outcome	Topic
		• Tutorials • Informal networks • Team members • Line managers • Other professionals
10		Evaluation of progress • Personal SWOT analysis • Personal strategic plan
11	**Be able to demonstrate acquired interpersonal and transferable skills**	*Transferable skills* • personal effectiveness (ability to communicate effectively at all levels, initiative, self-discipline, reliability, creativity, problem solving) *Verbal and non-verbal communication*: • effective listening, respect for others' opinions; negotiation; persuasion; presentation skills; assertiveness; use of ICT *Delivery formats*: • ability to deliver transferable skills using a variety of formats *Working with others*: • team building skills • social skills *Time management*: • prioritising workloads; setting work objectives; using time effectively; making and keeping appointments; reliable estimates of task time

Useful Links

https://www.google.com.jm/#q=approaches+to+self+managed+learning+pdf

http://sidsavara.com/personal-development/personal-development-plan

http://itari.in/categories/lifelonglearning/ltrainingvslifelonglerarning.pdf

https://www.fig.net/pub/fig2012/papers/ts05i/TS05I_soni_5945.pdf