

PERSONAL DEVELOPMENT PLAN

As a final project, mentees will be asked to work with their mentors to complete a personal development plan. A personal development plan (PDP) is a **written** account of self-reflection and self-improvement. It is an **action** plan used to fulfill personal, academic or career goals and should cover both short and long-term planning. The programme staff will check to see if the plan has been completed but the contents of the document will only be shared between mentor and mentee.

Stages of a personal development plan:

1. Reflect
2. Plan
3. Do
4. Review

REFLECT

Mentees should use the following questions to think about their three-year goals:

- What are you passionate about?
- What problem do you see in your community/country/region that you want to solve?
- Where do you see yourself in the next three years?

Next, mentees should think about their goals in relation to a SWOT analysis to review strengths, weaknesses, opportunities and threats.

PLAN

Based on the results of the SWOT Analysis, mentees should move into the planning phase. During this phase mentees, with the help of their mentors, are sharpening their goals based on their strengths, weaknesses, opportunities and threats. Mentees should come up with at least five goals. Goals can be a combination of personal, academic and professional in nature. Mentees should incorporate the following as they develop their goals:

- Plans for completing the CSOD the programme (where applicable)
- Professional aspirations (and include milestones for three to six months post their training)



- Where do you see yourself three years from now?

Here are some considerations for refining your goals:

- Ensure they are SMART (Specific, Measurable, Attainable, Relevant and Time-bound)
- Rank or prioritise your goals
- Identify action steps
- Set timelines

Do

This is the action phase in which mentees implement the plan. There are some goals that will not be realised during the formal time of your mentorship. However, there are preparation or action steps that mentees will need to start taking now to achieve those goals. Mentors should check-in with their mentees during their weekly calls to help them revisit and reflect on their progress toward their goals.

REVIEW

During weekly review sessions, mentors and mentees should celebrate progress made and identify and address roadblocks. At the end of the formal mentorship, mentors should be confident that your mentee has a solid plan and actions steps that they will continue to work on, whether with you or on their own. Mentees should continue to review and refine your plans even as your mentorship ends.

TEMPLATES

SWOT Analysis

Name: Datali Teracy

Date: August 1, 2020

Goal: To find a job in the technology industry

Category of goal: Career/Professional

Instructions: Fill out a sheet for each goal. Try to list a minimum of three for each area.

	Helpful	Harmful
Internal Factors you can control or address	<p>Strengths:</p> <ol style="list-style-type: none"> 1. What are you good at? 2. What do friends, employers or professors say you are good at? 3. What interests you? 4. What certifications do you have? 5. What experiences have you had? <p>Example: I have five CSEC subjects, I am organized and good with figures.</p>	<p>Weaknesses:</p> <ol style="list-style-type: none"> 1. What are areas in which you need to improve/skills you need to develop to meet your goal? 2. What is some critical piece of feedback you have received? 3. Are there negative habits/areas of opportunity you have identified? <p>Example: The job I want requires an advanced degree. Or, I am often late on my assignments.</p>
External factors beyond your control	<p>Opportunities:</p> <ol style="list-style-type: none"> 1. What trends can you take advantage of in your industry? 2. What programmes are available to you? 3. How can you leverage the strengths you identified toward this opportunity? <p>Example: Scholarships, internships, grant funding for entrepreneurs</p>	<p>Threats:</p> <ol style="list-style-type: none"> 1. How has COVID-19 changed the marketplace? (this could also be an opportunity) 2. Who are you competing against for this opportunity? 3. What are other obligations (family, etc.) that could get in the way of your progress toward this goal? <p>Example: lack of reliable internet, job cuts for your industry</p>



*Template adapted from Ashford University and Forbes School of Business template

Blank SWOT Analysis Template

Name:

Date:

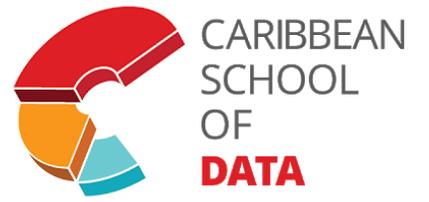
Goal:

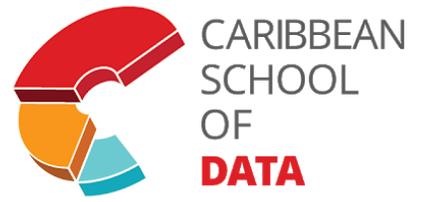
Category of goal:

Instructions: Fill out a sheet for each goal. Try to list a minimum of three for each area.

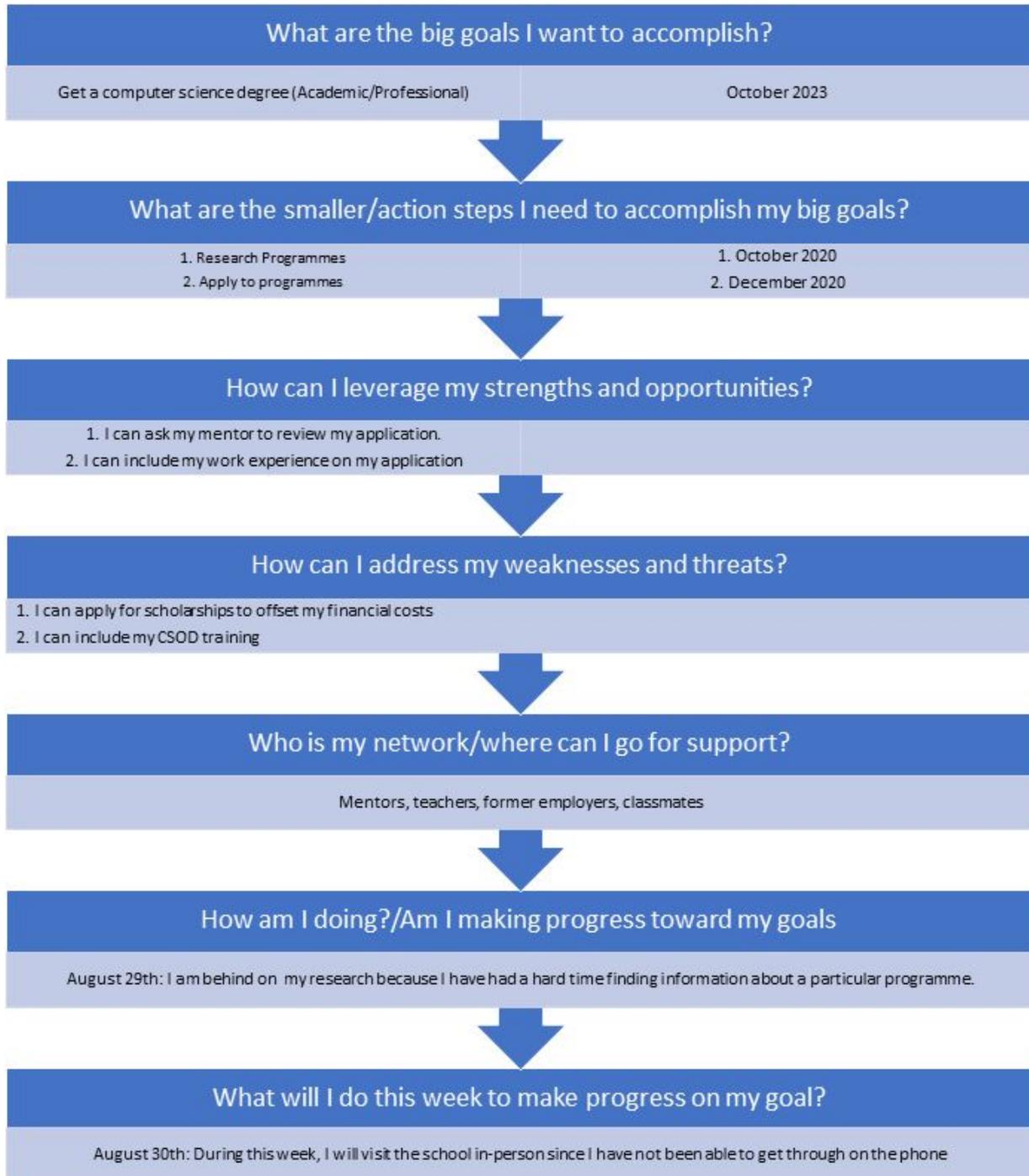
Helpful		Harmful
Internal Factors you can control or address	Strengths: .	Weaknesses:
External factors beyond your control	Opportunities:	Threats:

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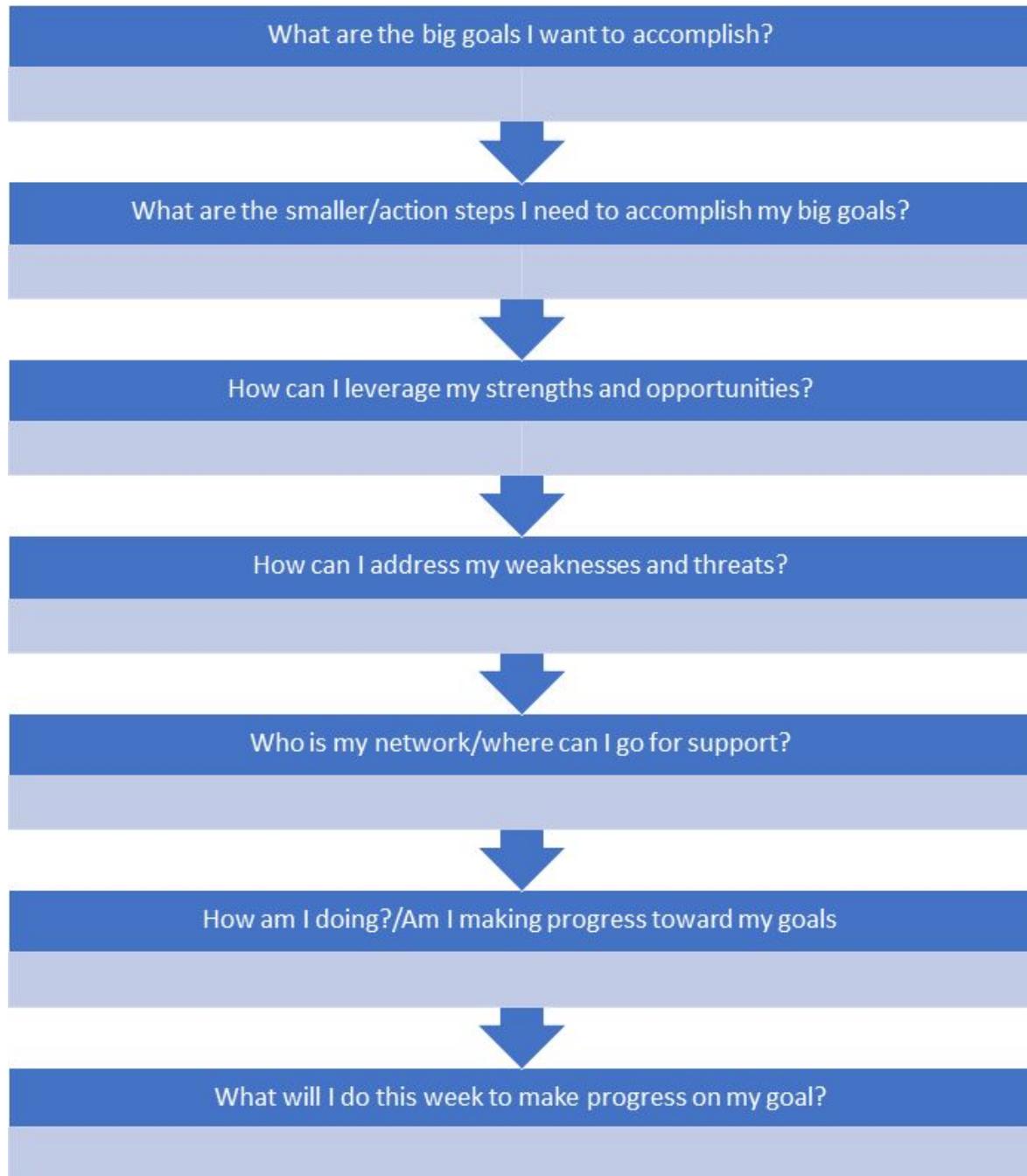


Personal Development Plan





If you opt for this layout you would complete one form per goal.





What are my big goals? (Deadline)	Action Steps	Deadline	Leveraging Strengths and Opportunities	Addressing weaknesses and threats	My network	Progress Review	Next Steps
Academic: Getting a degree in computer science (June 2023)	1. Applying for programmes 2. Identify scholarships	Oct. 2020 Dec. 2020	I will ask my mentor to review my application. I will include my work experience as a part of my application.	Scholarships	My mentor My former teachers	Unable to get programme information	I will visit the school instead of calling.

All prompts are the same regardless of layout. Templates have been adapted from Perkbox but mentors and mentees are free to create their own. Mentees, please note the progress review and next steps should be updated with your mentors on a regular basis.



REFERENCES

Ashford University. (2015, August 12). Retrieved August 18, 2020, from

<https://www.ashford.edu/online-degrees/business/strategic-planning-and-the-swot-analysis>

Heatley, S. (2018, September 19). The ultimate personal development plan guide (+ free templates).

Retrieved August 18, 2020, from

<https://www.perkbox.com/uk/resources/blog/the-ultimate-personal-development-plan-guide-free-templates>