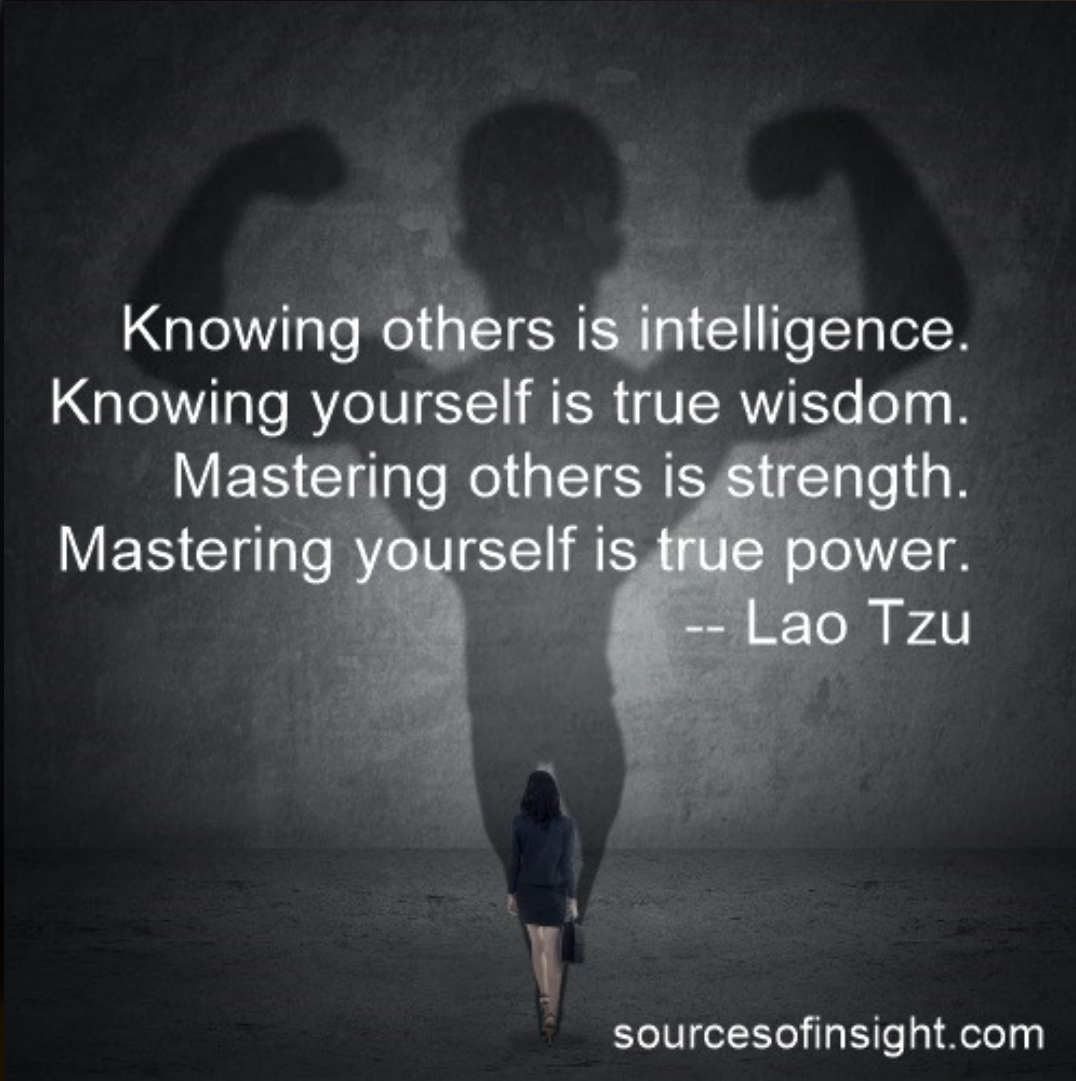


# Personal development


Your way forward





Knowing others is intelligence.  
Knowing yourself is true wisdom.  
Mastering others is strength.  
Mastering yourself is true power.  
-- Lao Tzu

[sourcesofinsight.com](http://sourcesofinsight.com)



**"If we're growing, we're always going  
to be out of our comfort zone"**  
- John Maxwell



[www.habitsforwellbeing.com](http://www.habitsforwellbeing.com)

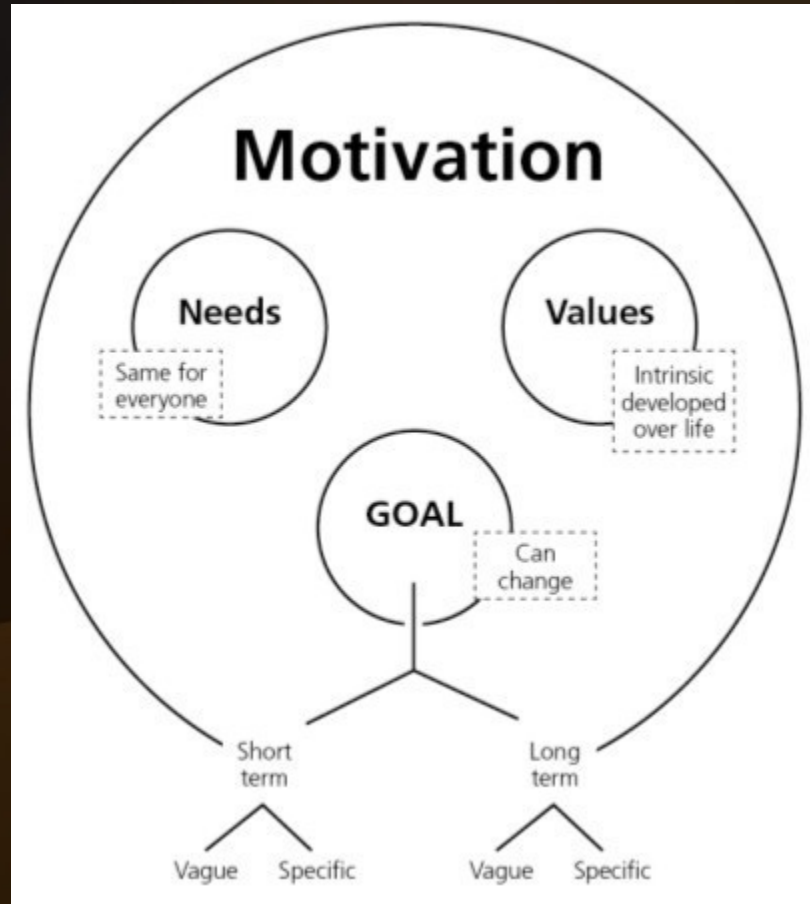
# Personal development



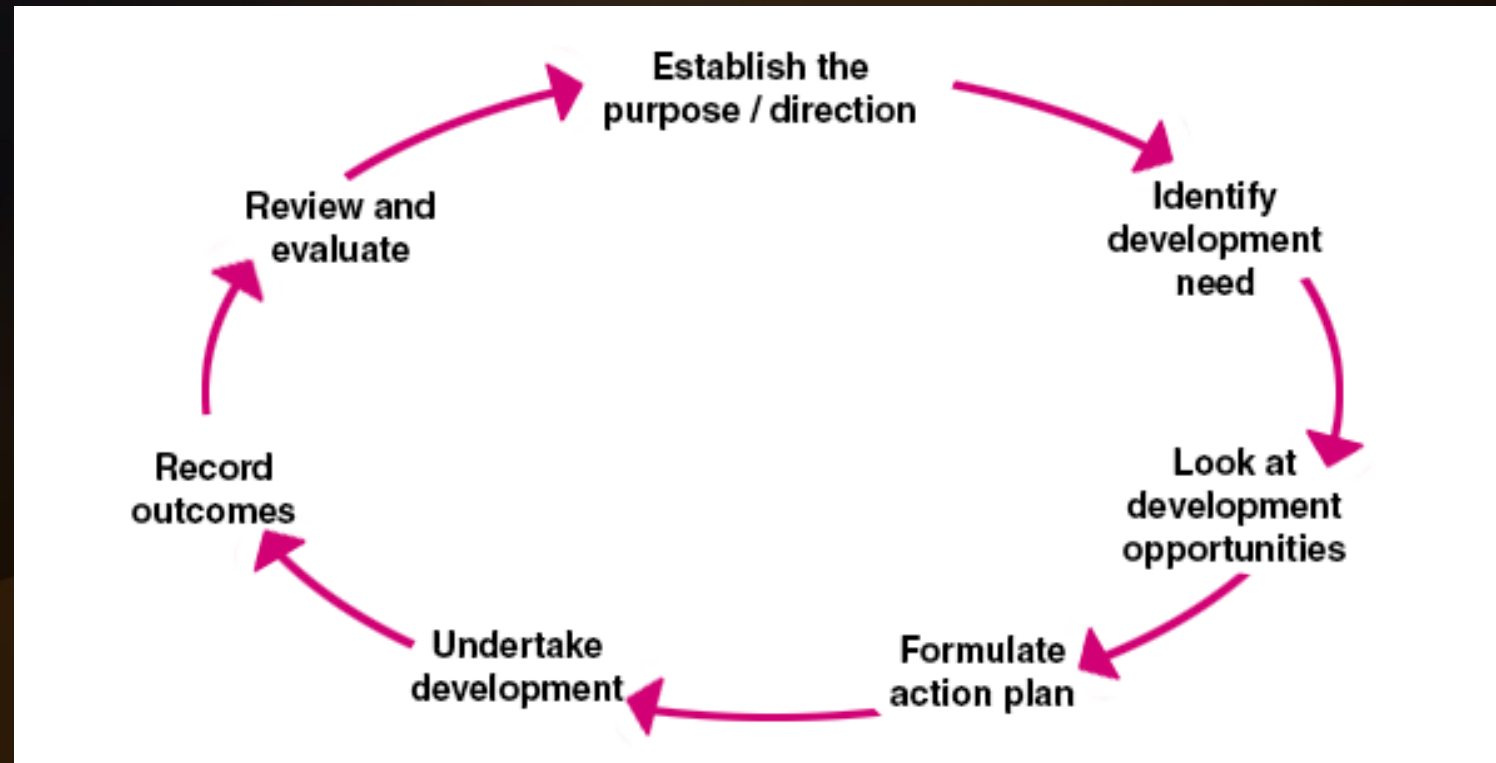
# Benefits

- ▶ Better understanding of self-capabilities, and hence better and promising future
- ▶ Self-management/ development = minimize areas of weaknesses
- ▶ Increased individual and organizational performance
- ▶ Develop organization and meet missions
- ▶ Business outcomes

# Motivation throughout the way



# PERSONAL DEVELOPMENT CYCLE



# Personal Development Plan

- ▶ The aim of creating a personal development plan is to document a process of self-analysis, personal reflection and honest appraisal of your strengths and weaknesses. This should enable you to evaluate the value of the leadership and management training you have received, and to consider your future leadership development.



Exercise/ PDP Template

# SMART OBJECTIVES

DEFINITION OF SMART OBJECTIVES		
<b>S</b>	<b>Specific</b>	Objectives should be specific. They <u>should be outlined</u> in a clear statement of precisely what is required, describing the result that is desired in a way that is, detailed, focused and well defined.
<b>M</b>	<b>Measurable</b>	Measurement is hugely important because it will enable you to know whether an objective <u>has been achieved</u> . Therefore, include a measure to enable <u>organisations</u> to monitor progress and to know when the objective <u>has been achieved</u> .
<b>A</b>	<b>Achievable (or agreed)</b>	An objective can be said to be achievable if the necessary resources are available or <u>similar results have been achieved by others</u> in similar circumstances. Design objectives to be challenging, but ensure that failure <u>is not built</u> into objectives. <u>Objectives should be agreed by managers and employees to ensure commitment to them</u> .
<b>R</b>	<b>Realistic (or relevant)</b>	The concepts of 'realistic' and 'achievable' are similar and this may explain why some use the term 'relevant' as an alternative. Focus on outcomes rather than the means of achieving them.
<b>T</b>	<b>Time-bound</b>	It is necessary to set a date or time by which the objective <u>should have been accomplished or completed</u> and this contributes to making objectives measurable. Therefore, agree the date by which the outcome <u>must be achieved</u> .



# Personal Development Plan

## Matching and Converting

There are two simple methods, referred to as 'matching' and 'converting,' that organizations can utilize when applying the results of the **SWOT analysis** to strategy decisions.



# Scale walking



# The future me



If you don't know where you wanna be in 5 years, you're already there!

# Feedback and personal development reports



Learning  
never Ends

