

Personal & Professional Development (PPD)

Lisa V. Baza, PhD

Client Services & Family Counseling

“Delayed is preferable to never.”

Danish Proverb

© CandideMan

“No one can make you feel inferior without your consent.”

— Eleanor Roosevelt

“When we are no longer able to change a situation, we are challenged to change ourselves.”

Viktor E. Frankl



No matter what job you have in life, your success will be determined 5% by your academic credentials, 15% by your professional experiences, and 80% by your communication skills.

The only person you are destined to become is the person you decide to be.

—Ralph Waldo Emerson

“It is NEVER too late to be who you might have been.”

GEORGE ELIOT

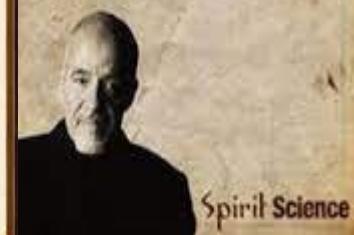
www.foodly.com

A mistake repeated more than once is a decision.

Paulo Coelho

Fall seven times,
stand up eight.

—Japanese Proverb



Spirit Science



Your personal and professional lives will have to go hand in hand and will have influence on each other.

Abhishek Ratna, No Parking. No Halt. Success Non Stop!

QuotesLyfe

Personal Development

What is PD?

- **A lifelong process.**
- A way to assess your skills and qualities.
- Involves setting goals.
- A way of reflecting on your own learning, performance and achievement.

Benefits of PD?

- Increases your confidence in your own identity, aims, competencies, attributes.
- Helps you focus on how to improve on your achievements.
- Builds awareness of the needs of other individuals/groups and the importance of different relationship and team roles.
- Helps you to be more strategic in developing skills for employability.

Personal Development

Self-Reflection

- Self-reflection is taking time to focus inward in order to answer important self-reflection questions about yourself:
- Who are you?
- What are your core values?
- Who do you want to be?



ABOUT-ME QUESTIONS FOR SELF-REFLECTION

- Describe yourself in three words.
- What are your strengths and weaknesses?
- What matters most to you?
- Name one of your recent achievements that you are most proud of.
- What will make your life worthwhile?
- Name one childhood hobby that you still want to pursue as an adult.
- Who did you want to be when you grew up? Have you achieved your goal?
- What's one thing you regret doing?
- What is something you need to get out of your chest?
- What do you want others to know about you?
- If you only have one day left to live, what are the three things you must do?
- What failure turned out to be a blessing?
- What do you always want to do but haven't? What is stopping you?
- What changes do you wish to see in your community and the world? How can you contribute?

MORE ON
OURMINDFULLIFE.COM

HealthyPlace.com

FIVE HABITS THAT ENHANCE SELF-REFLECTION AND PERSONAL GROWTH

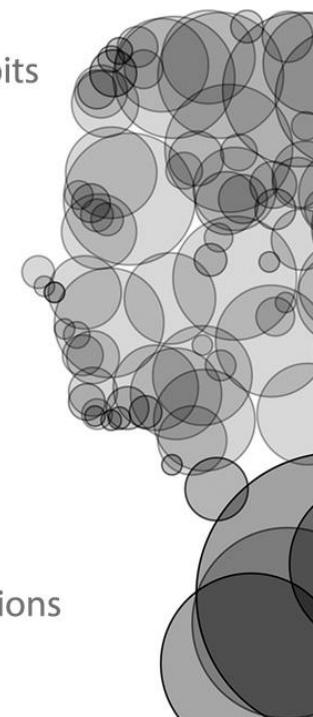
Be honest with yourself. Be honest with yourself about how things are going and how you are behaving.

Notice behavior patterns. Be aware of your habits so you can actively weaken the ones you don't want and strengthen the ones you do want.

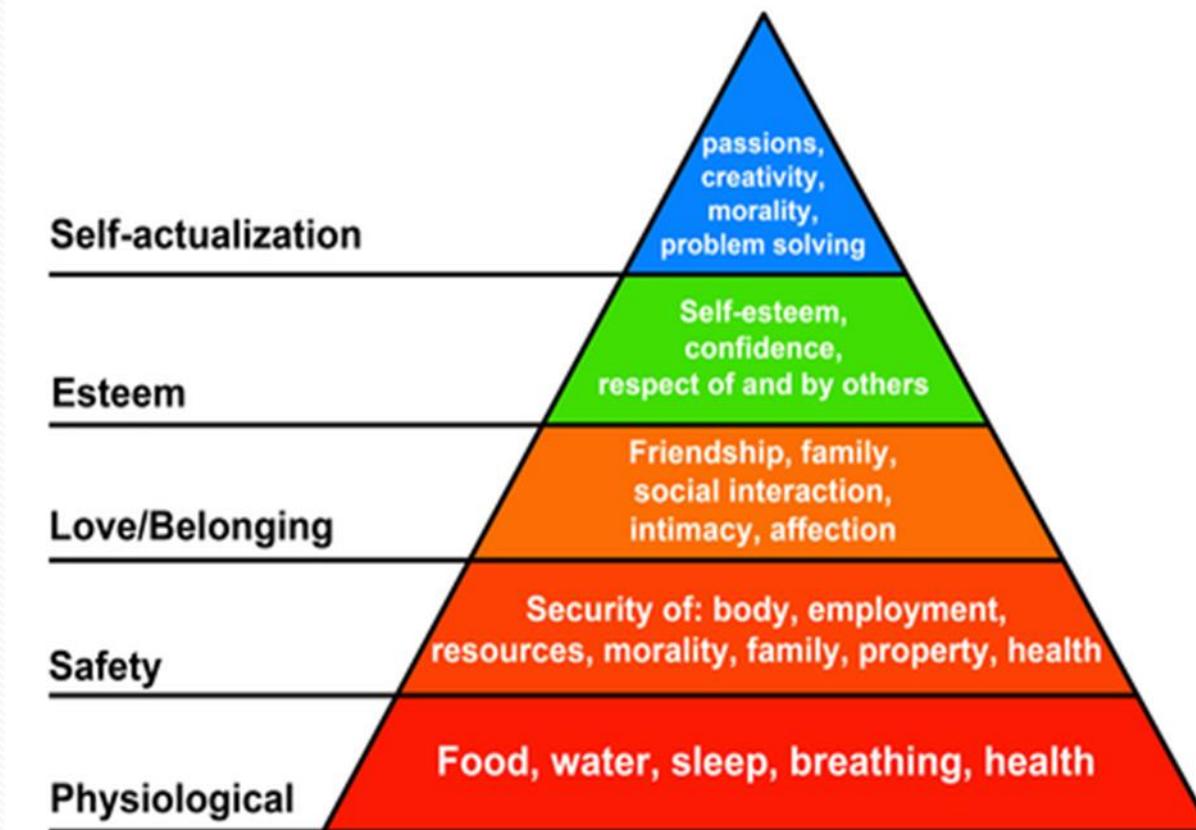
Be able to articulate your core values. Take time to consider what's most important to you so that you can evaluate whether or not you're living those values.

Be forgiving. Be gentle with yourself when you don't get it right. We all make mistakes

Keep track of your self-reflection. Start a journal where you record your observations and monitor your personal growth.



Maslow's Hierarchy of Needs



Maslow's Needs Worksheet



Hierarchy of Needs	Ways You Meet Those Needs	New Practices to Meet These Needs
Physiological Needs: Food, water, shelter		
Safety Needs: Security, stability, safety		
Social Needs: Friendship, belonging		
Esteem Needs: Self-respect, respect and recognition from others		
Self-actualization Needs: Desire for self-fulfillment		

Professional Development

Continuing PD

- The process of tracking and documenting the skills, knowledge and experience that are gained, both formally and informally, through work, beyond any initial training.

Benefits of CPD

- Manage learning and growth.
- Develop skills and knowledge.
- Achieve career goals.
- Cope with change by updating skill sets.

Mindsets

Fixed

- Skills and qualities are more or less set from birth and there is not a lot they can do about it.
- If they are not good at something- they don't see the point in putting in the effort to learn it.

Growth

- Achievement through hard work, practice and by not giving up when things get difficult.
- Achieve more in life, whether in sport, music, acting, business or exam results.
- They achieve more because they have resilience. When things get hard they don't give up.

Mindsets



Skills

Hard Skills

- Technical skills learned at school/college/university, or by doing particular work over a period of time.
- Examples: Degree (or other academic qualification); specific certification; coding ability; foreign language skills; bookkeeping; computer skills.

Soft or Employability Skills

- Skills and attitudes that enable you to get along with colleagues, make decisions, solve problems, develop respect and become strong ambassadors for an organization.
- Examples: good communication skills; team player; manage time efficiently; work effectively with other employees.



Hard skills

vs

Soft skills



Specific competencies, skills, knowledge, and abilities needed to perform a specific task or role.

Hard Skills:

- Microsoft office
- Interpreting data
- Financial planning
- Copywriting
- Troubleshooting
- Project management
- Spoken languages

Personality traits, social competencies and skills, knowledge, and abilities used to perform interpersonal activities and unique tasks.

Soft Skills:

- Communication skills
- Timekeeping
- Critical thinking
- Leadership skills
- Motivation
- Ambition
- Negotiating

Transferable Skills

- Skills and abilities that are relevant and helpful across different areas of life (social, professional, educational).
- Include: Personal motivation; organization; time-management; teamwork; leadership skills.



Strengths and Weaknesses

Strengths

- What skills and experience do you already possess?
- What are you able to do well already?
- What do others see as your strengths?

Weaknesses

- What areas of development could you improve on?
- Is there a lack of experience that may be needed for a long-term career?
- What areas are done badly?
- What should be avoided?
- Do friends or family think there are weaknesses that you do not agree with?



SWOT Analysis

Your SWOT

Strengths <ul style="list-style-type: none">▪ What do you do better than others?▪ What's your talent?▪ What competences do you have that are relevant and valuable for the job?▪ Which specific and transferable skills do you have?	Weaknesses <ul style="list-style-type: none">▪ Which tasks and responsibilities your don't like?▪ What are the development opportunities your manager and your peers flagged?▪ What can you improve?
Opportunities <ul style="list-style-type: none">▪ In which industry/field/position could you easily move?▪ What development / training would be value adding for you?▪ Which industry/company is in particular in need of your type of profile?	Threats <ul style="list-style-type: none">▪ What do other candidates have more/better than you?▪ What are the obstacles in your way to the job?



Goal Setting

Setting Life Goals

For each category listed below, write down the things you are doing well, and the areas where you need improvement. Then, write a goal or two for each category.

Category	What I'm Doing Well	Where I Need Improvement	My Goals
Family			
Friends			
Work/School			
Spirituality			
Body			
Mental Health			

SETTING DAILY GOALS

CAREERCLIFF.COM

- Write them out the night before
- Keep it short (maximum 3-4 daily goals)
- Set Personal Boundaries
- Become an Active Listener
- Learn to Let Go
- Build Resilience
- Wake Up 30 Minutes Earlier
- Allow time for extra work
- Use whatever tool you're most comfortable with
- Set up a distraction-free environment



Si Yu'os ma'ase!

