



7. Personal Development & Learning Plan

Becoming a reflective practitioner means putting your competence in evaluative practice into action for yourself. As you have gone through the self-assessment process you have been encouraged to make notes of areas you want to develop. Once you have also received feedback you have a lot of information about yourself. This personal development and learning plan is a simple form, designed to help you give your ideas a shape and form. Be realistic in what you want to achieve!

Experience has shown that you can be most effective in this if you make your plan as specific as possible. For example, if you have the aim of learning another language, then you should plan by which date you will be able to hold a normal conversation in that language.

So, **what** do you want to do? (and maybe add a reason to help you remember why you want to do it).

How do you intend to do it? (attending a course, reading a book, contacting a trainer, etc). And how will you know you have completed your plan?

Doing things alone can sometimes be unexciting, so is there **anyone who could help you or accompany you?**

When will you start? When will you finish? Set specific (and reasonable) deadlines for yourself.

You might also want to spend some time thinking about how to overcome anything which could be a barrier to achieving your goals – again, be realistic, but keep up your spirit!

Remember to set a date for yourself to return to the plan and your self-assessment to find out what progress you have made.

Going through the process of using the portfolio can also help in discovering and defining skills and competences that could be useful when applying for jobs. These competences should also be described in a CV (curriculum vitae). If you have not already tried it, the Europass enables people to describe their learning in voluntary or youth work in the Europass Curriculum Vitae which is free for download in all the European Union official languages here: <http://europass.cedefop.europa.eu>. The European Commission is currently developing a specific Europass-Youth.



PART TWO - STEPS IN MAKING YOUR PORTFOLIO

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Personal Development and Learning Plan

WHAT DO I WANT TO DO (& maybe WHY)	HOW	WITH WHOM	WHEN	Notes