

PERSONAL DEVELOPMENT PLAN

*Massive Open Online
Course Handbook*

What is a Personal Development Plan (PDP)?

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 training you have received, and to consider your future career development. This PDP has been developed as part of [MOOC: Build a Career and Make an Impact](#).

What do I need to do?

An example of a PDP is included in this guide, and for best results, it should be read in alignment with the whole MOOC and additional materials per chapter ([available here](#)). Creating your PDP has four stages as follows:

- a. Stage 1 - Personal Development
- b. Stage 2 - Professional Development
- c. Stage 3 - Community Development
- d. Stage 4 - Sustainable Development

Make sure to go through all four stages with the same enthusiasm, passion and commitment. All steps are relevant to your final result. The PDP is made in such a way that you can easily print it and fill it in offline as well. However, most of quizzes have to be taken online.

Enjoy the ride!

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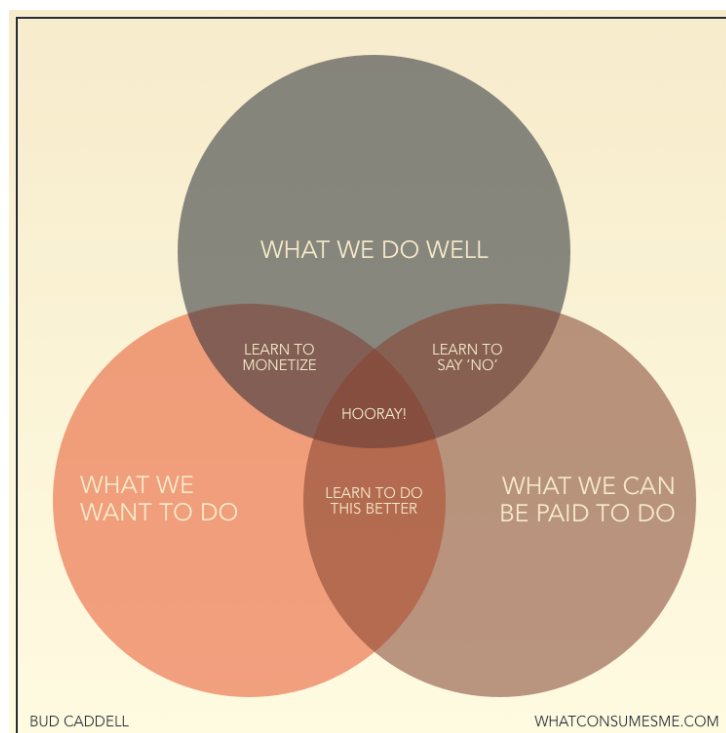
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Date: _____

Mood: _____



Stage 1: Personal Development



1. Read [this article](#) and post the three core questions to yourself.

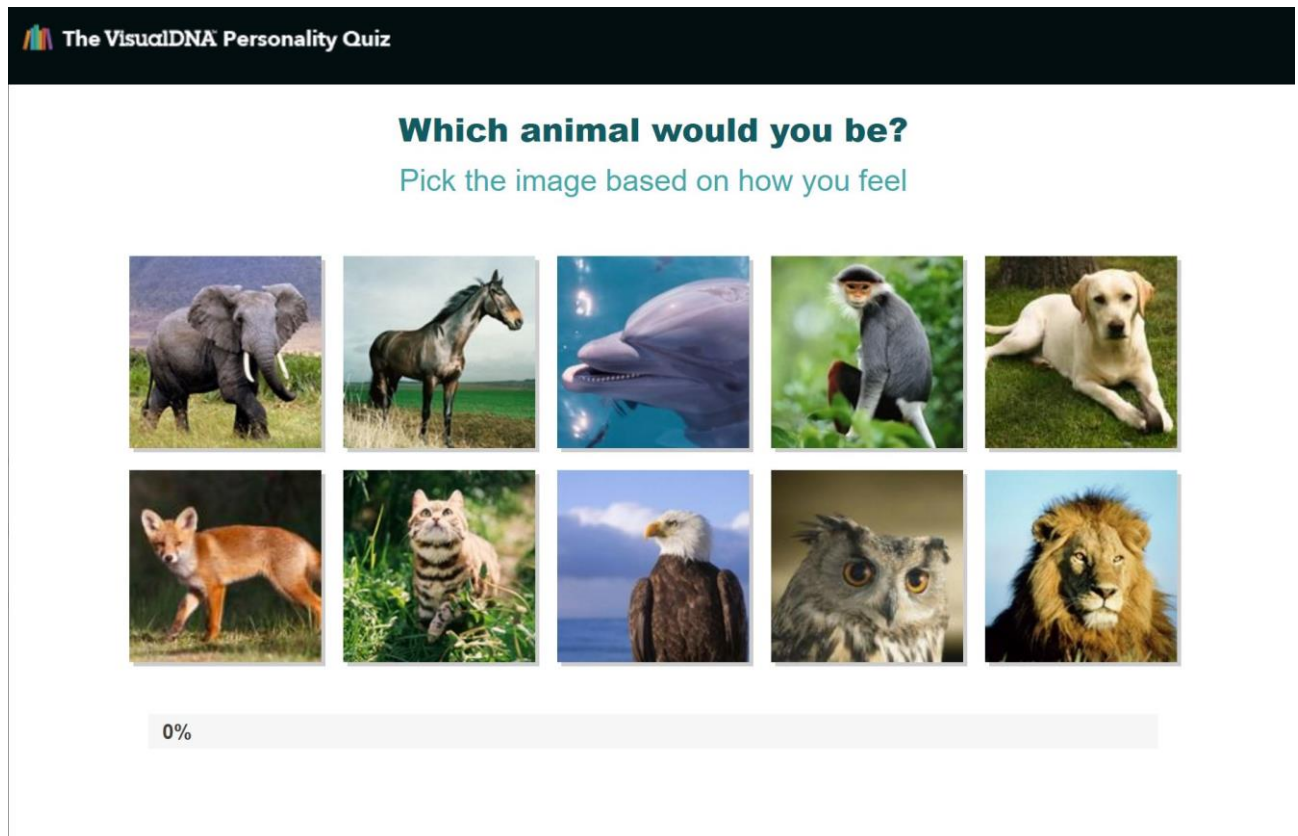
- What do I do well?
- What do I want to do?
- What can I be paid for?

Write down the answers here. Use post its or enter your answers in the bubbles. Use simple, one-two words descriptions.

After filling in the bigger bubbles, look at your diagram and cluster the ones that seem to be connected. As you cluster your answers, you will notice the overlaps between the circles. Make the exercise until you find the HOORAY! Answer.

2. Take an online test to discover your values

One of the core elements of your personal development is knowing your personality and values that drive any choice you make. For that reason, we have selected 2 online tests that will help you understand yourself better and identify your personal values. First take the Personality test by [clicking here](#).



Then, [click here](#) and follow the instructions. This test will help you identify your core personal values.

Procedure: The second test consists of 48 tasks that you will have to rate by how much you would enjoy performing each on a scale of (1) dislike (2) slightly dislike (3) neither like not dislike (4) slightly enjoy (5) enjoy. The test will take most five to ten minutes to complete.

3. What is your personality type?

"Perception involves all the ways of becoming aware of things, people, happenings, or ideas. Judgment involves all the ways of coming to conclusions about what has been perceived. If people differ systematically in what they perceive and in how

they reach conclusions, then it is only reasonable for them to differ correspondingly in their interests, reactions, values, motivations, and skills." In developing the Myers-Briggs Type Indicator [instrument], the aim of Isabel Briggs Myers, and her mother, Katharine Briggs, was to make the insights of type theory accessible to individuals and groups. Myers Briggs test will now help you discover the core pillars of your preferences, interests, reactions.

Take the test [here](#).

Instructions: When responding to the statements, please choose the response you agree with most. If you are not sure how to answer, make your choice based on your most typical response or feeling in the given situation. To get a reliable result, please respond to all questions. When you are done with answering, press the "Score It!" button at the bottom of the screen.

1. You are almost never late for your appointments

YES	yes	uncertain	no	NO
-----	-----	-----------	----	----

2. You like to be engaged in an active and fast-paced job

YES	yes	uncertain	no	NO
-----	-----	-----------	----	----

3. You enjoy having a wide circle of acquaintances

YES	yes	uncertain	no	NO
-----	-----	-----------	----	----

Stage 2: Professional Development

1. My Professional Self Canvas (based on New Year Canvas by Jose Antonio Morales)

Now that you have gone through all the steps of your personal development, it is time to focus and zoom into your professional life. What is the best way to do so? The best way to do so is to connect your personal traits and discover a job/profession/career that will fit you. Making that choice is usually the most difficult step. That is why in this stage, we introduce to you a tool that will help you connect your visions, wishes, current experiences and core principles into an ideal working day.

Please fill in the table below, by starting from upper left corner. Use the example to understand the interconnection of the fields. For more details, follow the video in Chapter 2.

MY PROFESSIONAL SELF canvas

Version 0.2

Name:

Ideal Vision of the Future

Wishes	Principles	#Priority
--------	------------	-----------

Ideal Day

Hrs	Activity	Princ.	#
-----	----------	--------	---

The Present

Experience/Education	Principles
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MY PROFESSIONAL SELF canvas

Version 0.2

Name: Bistra Kumbaroska

Ideal Vision of the Future

Wishes	Principles	#Priority
Travel	Freedom	01
Big social network	Community	04
Social businesses/ projects	Impact	03
No money worries	Freedom	01
To write poetry	Creativity	02

Ideal Day

Hrs	Activity	Princ.	#
30mins	body/action	freedom	1
1:30hrs	fund raising for social good	Impact	3
2hrs	managing a community		4
2-3 hrs	food with friends	commu	4
1h	time alone		1
1h	attending international events		4
1:30hrs	Volunteering		3,4
8hrs of sleep!			1
1hr	Writing poetry		2
1hr	time with family		04

The Present

Experience/Education	Principles
Program manager IH Vienna	03, 04
Co-creator HUB Skopje	03, 04
Exchange student Basileus	01, 02
Faculty of Economics, Skopje	01
High School student, Struga, MKD	N/A
Volunteer at Struga Poetry Evenings	02

19:30 hours planned!
The rest is a surprise :)

2. Discover your success

Self-discovery or self-creation - where does your true career identity reside? In this step you will connect the core elements of the previous stages, with an online navigator tool that brings you to the most suitable career prospects for you.

Start your [career assessment](#) here.

TAKE THE TEST CAREER SEARCH

MLADIINFO HELPS YOU NAVIGATE YOUR CAREER

Since its very inception, Mladiinfo International has supported the capacity developments and career growth of thousands of young people over the globe. Since 2008, our main work has been rotating around the web-platform www.mladiinfo.eu, which offers, on a daily basis, carefully selected and edited information on youth opportunities for their free educational and/or career developments.

Activities

Please select activities you like to do from the following list.
Carefully consider the terms and select all that apply to you:

	Acquire new information.		Adapt to change.		Analyze financial information and interpret it to others.
	Analyze information and interpret it to others.		Anticipate needs and prepare to meet them.		Apply math to work out solutions.
	Be in charge.		Be in positions of authority.		Be involved in politics.
	Be outdoors in all kinds of weather.		Be the leader in a group.		Care about people, their needs, and their problems.
	Communicate easily, tactfully, and courteously.		Communicate my ideas to other people.		Communicate with different types of people.

3. Your CV

Now that you are clear on your personality traits, career paths, and ideal visions, it is time to focus on articulating and building your CV. Your next step in this PDP is to:

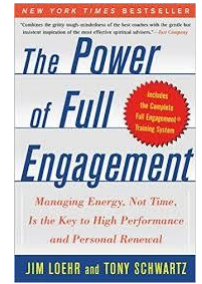
- Build a one pager CV that explains your personality, experience and skills (upload it to our MOOC forum for feedback or ask your colleagues/friends for feedback)
- Start or edit your LinkedIn profile that it reflects what you have already learned about yourself!

Use the results from all the tests you took so far to present truly who you are!

4. Locate 5 opportunities for your professional development online!

Find out websites that share opportunities matching your profile.

Whether it is online or offline courses, always stay curious to discover new knowledge. Bookmark the websites and visit them as regularly as you can.



To book lovers:
check out Tony Schwartz's books!

Stage 3: Community Development

1. You are not alone!

Your personal and professional development is always connected to a community. In this stage, we will take you through several theories and ways of understanding community development, opening new perspectives for your engagement and progress. Sometimes it really helps to know that we are not alone, and this step will surely show you that!

Having in mind your interests, values

and career path, identify 5 NGOs that are

active in your community.

List their organizational vision, mission, activities,

as well as opportunities to join them.

Top NGOs By Sector.		
 EDUCATION 1. WIKIMEDIA FOUNDATION 2. BAREFOOT COLLEGE 3. ROOM TO READ	 PEACEBUILDING 1. CIVILVILLE 2. APOPO 3. SEARCH FOR COMMON GROUND	 TECHNOLOGY 1. FRONTLINESMS 2. CAMBIA 3. CODE FOR AMERICA
 DEVELOPMENT 1. BRAC 2. ACUMEN FUND 3. MERCY CORPS	 HUMAN RIGHTS 1. LANDESA 2. HUMAN RIGHTS WATCH 3. AMNESTY INTERNATIONAL	
 HUMANITARIAN 1. DANISH REFUGEE COUNCIL 2. CARE INTERNATIONAL 3. MÉDECINS SANS FRONTIÈRES	 ENVIRONMENT 1. CERES 2. FARE 3. WATER FOR PEOPLE	
 HEALTH 1. PARTNERS IN HEALTH 2. CHAI 3. AMREF	 CHILDREN AND YOUTH 1. AKSHAYA PATRA FOUNDATION 2. AFLATOUN 3. SAVE THE CHILDREN	
 SHELTER 1. COMMON GROUND 2. HABITAT FOR HUMANITY 3. ARCHITECTURE FOR HUMANITY	 LAW AND JUSTICE 1. TRANSPARENCY INTERNATIONAL 2. INTERNATIONAL CENTER FOR TRANSITIONAL JUSTICE 3. INTERNATIONAL COMMISSION OF JURISTS	

2. From idea to proposal

Now it is time for some creativity! Develop small project idea connected with a problem in your local community. Identify the following elements: problem, objectives, activities, expected results. Base the problem on concrete local youth

policies that exist in your area. Talk about your proposal with friends or family. Get their feedback and learn from it!



3. Go Local!

Volunteering is one of the best ways to get hands on experience in the field you want to explore as your future career. Use that opportunity and locate 5 volunteering opportunities in your area. Identify their aims & objectives, scope of activities as well as how to get involved.

Exercise: Do you know what a youth exchange is? Open the Erasmus + programme guide, available at: https://ec.europa.eu/programmes/erasmus-plus/resources_en and there you can find more information.

Did you know that if you have a cool idea about a youth exchange project, you don't necessarily have to apply on behalf of a civil society organization? If your friends share the same passion for the project idea, you can apply for the grant as a non-formal group; make sure you check the eligibility, rules and regulations in the programme guide.

- **What would you like to organize a youth exchange for?**
- **Which topics you consider important for young people?**
- **How are they connected to the priorities of the Erasmus + programme? (max. 300 words)**

4. Go Global!

The step between making local impact and taking that impact on global level is surely a big one! In this step you will learn some of the most common opportunities related to global impact. As part of your PDP plan, now is the time to get familiar with at least one. List that opportunity and explain how you can benefit from the global programmes available for youth.

Stage 4: Sustainable Development

1. The big picture

This final stage of your PDP will take you on a more global journey. Your personality, career and local community are inevitably connected and important to the global developments of our planet. The more aware you are about yourself, the more aware you will become about the world around you. In this stage, we give you few questions which will guide you through that last stage of discovery.

THERE ARE NO GREAT
PEOPLE IN THIS
WORLD, ONLY GREAT
CHALLENGES WHICH
ORDINARY PEOPLE RISE
TO MEET.
- WILLIAM FREDERICK HALSEY JR

Write down the 3 world trends and challenges are influencing you personally and your community?

World trends	Influences on you/your community

2. Your role in the world



Now, dare to dream BIG! Develop a BIG project idea connected with a problem in the world. Identify the following elements: **problem, objectives, activities, expected results**. Get inspiration from existing BIG projects. Use the internet to research more and more. Base the problem on concrete local youth policies in the world.

3. Socially responsible!

The last step in your PDP is to locate **3 inspirational organizations/people** in your area with long term impact not only on a local/national level but also international. Learn about what they do and how you can best connect with them.

Name of organisation/person	Countries impacted