

Personal Development Programme

Personal Development Programmes (PDP) have become one of the most successful ways to develop as a person. It is not theoretical, academic type learning. It is best described as practicing and fostering a skill or capability in such a way that you grow by doing it and enhance your capabilities with regards to a specific personal competency.

A very good way to understand a PDP is to think about someone doing a theoretical course in physical fitness. They would sit in a classroom and learn about all the muscles in the body and how to build them and keep them strong. Someone else might be busy in the gym with a work-out in order to get fit. The one person is learning, the other one is exercising. A PDP is both, however with the emphasis on exercising. You learn to swim by swimming! This is why this type of development is so much fun, but also very demanding. You have to actually do it and by doing it you make it easy to do it again.

You should have already identified a mentor in collaboration with your Human Resource Division your placement agency or your manager. Keep the following in mind:

A good mentor...

1. Is a very positive person.
2. Is not judgmental.
3. Has a very supporting type of personality.
4. Understands that nobody is perfect.
5. Always gives constructive feedback.
6. Is someone you can trust.
7. Is not your friend.
8. Is someone with an inspiring personality.
9. Is someone you would respect as your senior in life.
10. Is someone that will spend time with you in order to help you grow.

My Mentor is: _____

Date: _____

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**Guided Self-development Programme towards
Strengthening Personal Capabilities**

Developing the ability to empower others to take control

You will benefit considerably by completing this programme in developing the ability to empower other people to **Take Control**. We are often dependent on others; we may need them to participate in the process of work. In the working environment in which you have been appointed, sharing responsibilities and tasks is critical as the task may be far too big for one person to fulfill. It is not easy to allow other people to take control of tasks that are important to you, but the fact is that we have to and sometimes even entrust people with very important aspects of the task. Sometimes they may not deliver what is expected; but we still have to trust each other to a certain extent. The purpose of this programme is to help you develop the ability of allowing other people to take ownership of a job that is important to you.

The programme must be followed with a mentor who will help you complete all the tasks in a meaningful way in order to grow towards being a successful employee. Don't rush through the tasks as this will limit your growth.

Phase 1.

Make an appointment with your mentor to discuss the process and the way in which you will approach and successfully meet all the outcomes of the programme. Your mentor will sign off each phase and the completed programme should be placed in your personal file in order to keep a record of your self-development progress.

Phase 2.

Write down six activities or tasks that you are currently involved with or tasks that are your personal responsibility. Try to identify tasks in which your role is the dominant one, i.e. you own the process. Identify four tasks in your work context and two in your personal life – ones that you are willing to discuss.

Personal Tasks	
1.	
2.	
Work Related Tasks	
1.	
2.	
3.	
4.	

Discuss each of the tasks in detail with your mentor making sure that he/she fully understands the task as well as your role in it.

Sign-off (Mentor): _____ Date: _____

Phase 7.

Meet with the people with whom you have decided to share the tasks and start handing over the sub-tasks. This must be done in tandem with the training and support they will need in order to own the task either on their own or with you.

Discuss your progress with your mentor who will only sign this off once all the handover targets have been met.

Task 7: Sign-off (Mentor): _____ Date: _____

Programme completed:

Final Sign-off (Mentor): _____ **Date:** _____