## 

PREPARING A DEVELOPMENT PLAN

**Fill in the form (DESCRIPTION and DATE). An example of a completed form is located below the template.**

**Tip** – *Edit the tables if needed to add more rows or copy them if you have more than one goal.*

### **INSTRUCTIONS**

**Step 1. What is your goal? When do you want to achieve it?**

**Tip** – *This can be either an educational or professional development goal (or both). Answer the following questions: How much time do I give myself to achieve the goal? If the goal is achieved, what will change in my educational and professional situation?*

*Try to make the goal:* ***specific*** *– it should be easy to understand and formulated clearly and unambiguously;* ***measurable*** *– it should be formulated in such a way that you can numerically express the degree of its achievement, or at least make its achievement ”verifiable”;* ***achievable*** *– a goal that is too ambitious undermines confidence in its ability to be reached and at the same time, the motivation to achieve it;* ***meaningful*** *– the goal should be a significant step forward, at the same time it must constitute a specific value for the person who is going to achieve it;* ***time-bound*** *– the goal should have a precisely specified time frame in which it will be achieved.*

**Step 2. What are the activities that you have to do in order to achieve this goal?**

**Tip** – *Which steps should I take to reach my goal? What can affect the achievement of the goals? Which activities do I need to undertake to reach my goal? What do I need to know in order to reach the goal? Which of my resources will allow me to reach this goal? Which obstacles might I face? How should I plan my activities to achieve the goal? Who (people, institutions, others) will help me to minimise the obstacles to achieving my goal?*

*The steps towards your goal can be:*

* *competence development activities (e.g. courses, internships, self-study, volunteering) – what do I need to know to achieve my goal and how can I acquire these competences?*
* *organisational activities (e.g. searching for available jobs in the market, getting certified, registering a company).*

***Table 1.*** **DEVELOPMENT PLAN – to be completed**

|  |  |  |
| --- | --- | --- |
| **No.** | **DESCRIPTION** | **DATE:** *(in months)* |
| GOAL 1 |  |  |
| activity 1 |  |  |
| activity 2 |  |  |
| GOAL 2 |  |  |
| activity 1 |  |  |
| activity 2 |  |  |

**EXAMPLE OF A COMPLETED TABLE**

Maria (22 years old) is studying international relations. After discussions with a career counsellor, she plans to search for employment in international trade with China.

|  |  |  |
| --- | --- | --- |
| **No.** | **DESCRIPTION** | **DATE:** *(in months)* |
| GOAL 1 | employment in a company conducting trade with China | January 2023 |
| activity 1 | enrol in an additional course in the Chinese language (standard Mandarin Chinese)  **competence 1: knows the Mandarin Chinese language at level B2** | January 2021 |
| activity 2 | enrol in a course on international law  **competence 2: knows the basics of international law** | February 2021 |
| activity 3 | enrol in a course on intercultural relations in business  **competence 3: recognises the cultural differences between Poland and China and takes this into**  account in business communications | October 2021 |
| **activity 4** | find information on firms trading with China | **January 2022** |
| **activity 5** | apply for an internship | **February 2022** |